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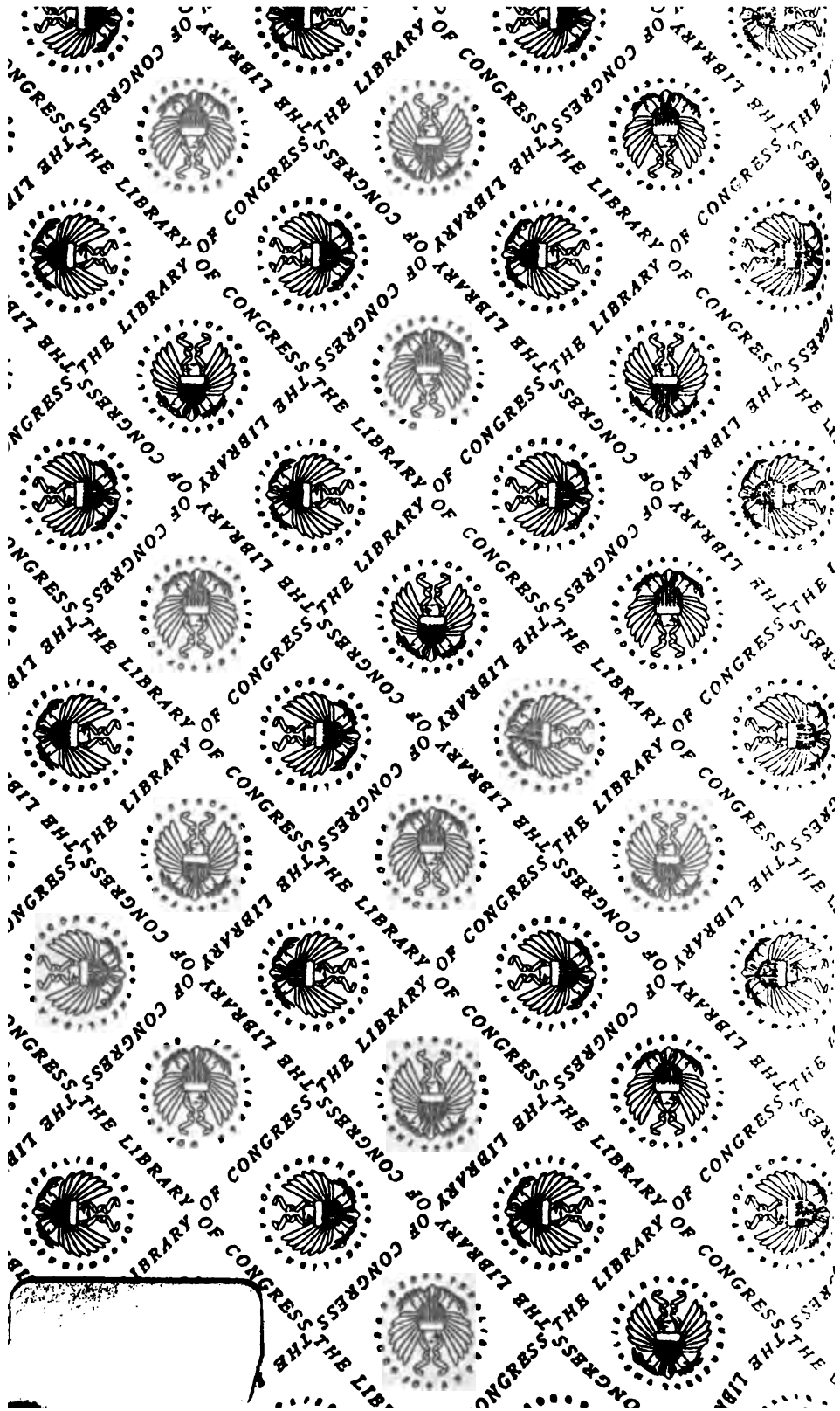
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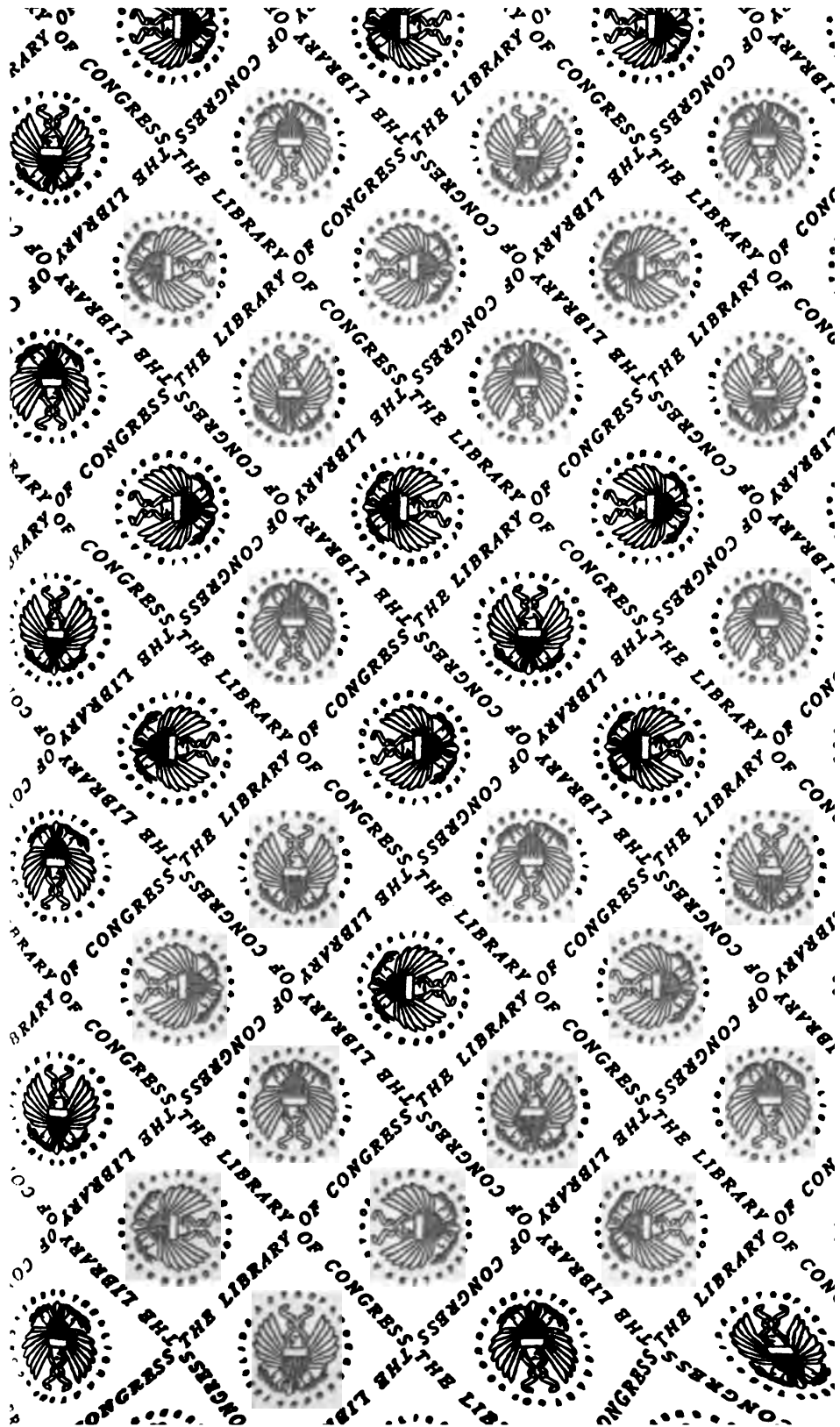
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JR 49
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HEARINGS

RELATING TO

CIVIL SERVICE COMMISSION

BEFORE

3.82
4.4

SUBCOMMITTEE OF HOUSE COMMITTEE ON APPROPRIATIONS

CONSISTING OF

MESSRS. BINGHAM, HEMENWAY, MOODY, DOCKERY,
AND LIVINGSTON,

IN CHARGE OF

LEGISLATIVE, EXECUTIVE, AND JUDICIAL APPROPRIATION BILL FOR 1899.

—♦♦♦— THE LIBRARY
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GOVERNMENT PRINTING OFFICE.
1897.

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Fifty-fifth Congress, second session.

CONGRESS OF THE UNITED STATES,
IN THE HOUSE OF REPRESENTATIVES,
December 13, 1897.

Resolved, That there be printed for the use of the House 2,000 copies of so much of the hearings before the Committee on Appropriations as relates to the Civil Service Commission, being pages 158-311 of the hearings on the legislative, executive, and judicial appropriation bill for 1899, as printed for said committee, together with the brief of the principal civil-service examinations arranged alphabetically, which exhibit the subject, scope, and relative weights of such examinations furnished to said Committee on Appropriations.

Attest:

A. McDOWELL, Clerk.

DEC 13 1906
D. C.

VERIFIED
CORRECT

C. S. S. Sept. 21/67

THURSDAY, December 9, 1897.

CIVIL SERVICE COMMISSION.

STATEMENTS OF MESSRS. JOHN R. PROCTER (PRESIDENT), WILLIAM G. RICE, AND JOHN B. HARLOW.

Mr. PROCTER. First, Mr. Chairman, I will tell you that the work for which we ask this appropriation is saving not less than \$3,000,000 annually to the Government by reason of the smaller number of employees necessary to perform the work and the increased efficiency of these employees.

The CHAIRMAN. Have you got your report out?

Mr. PROCTER. No. I would state that in response to your request for the orders of the President from the beginning of the passage of the law—

The CHAIRMAN. I wrote you on November 27, asking for "copies of all orders of the President since the enactment of the civil-service act of 1883, extending its operations or provisions to the civil service, or modifying or suspending any such orders."

Mr. PROCTER. These are they [exhibiting paper]. Now, we will have also—

The CHAIRMAN. The next inquiry I made was, "The whole number of persons now included in the classified service?" That doubtless your report gives. I asked you that question because I thought possibly it would take a little time, and I presume it is a part of your annual report. And then I asked also, "The number of persons now embraced within the classified service who entered the classified service other than by competitive or other examinations under the civil-service act of 1883?"

Mr. PROCTER. We have telephoned for the letter giving that information, which will be here in five minutes.

The CHAIRMAN. That you answer?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. I want to see the relation of the men in the classified service under your rules and examinations and the men who were included or became part of the classified service by reason of the extension of its operations. I also asked for "the total appropriations to date, and by years, of the Civil Service Commission since its organization, including for rents, and also the approximate total and annual expenditures for contingent expenses and for printing for the same period." In other words, I want the full expenses of your Commission since its organization.

Mr. PROCTER. We have that.

The CHAIRMAN. Which would, of course, include the compensation of your force detailed from other Departments?

Mr. PROCTER. Yes, sir; we will file all that.

The CHAIRMAN. The matter of the orders is a matter of record, and we will have it printed so it can be looked over. Now, we will take up the first paragraph in the bill, which is on page 39. Do you ask an increase?

Mr. PROCTER. We ask some increases in compensation.

Mr. LIVINGSTON. You ask \$500 increase for the secretary?

Mr. PROCTER. We ask that the number of \$1,800 clerks be reduced by two.

The CHAIRMAN. First we will take you up in line—this is only a short examination. You ask that your secretary, now receiving \$2,000, may receive \$500 additional?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Please give me your reasons for that.

Mr. PROCTER. Well, the work of the Commission has increased to such an enormous extent; and the secretary also acts as disbursing officer, which requires a great deal of extra time to conduct the business of the Commission, and the responsibility of the duties intrusted to the secretary are such that he is believed to be entitled to that compensation. The secretary of a commission which does as much business as we do should receive the amount asked for. I think it is less pay than is received elsewhere in the Government service for the same character of duties.

The CHAIRMAN. That is your reason?

Mr. PROCTER. Yes.

The CHAIRMAN. Three chiefs of divisions and one law clerk, at \$2,000 each—that is new?

Mr. PROCTER. That is new.

The CHAIRMAN. But, I suppose, to compensate them, you have now eight clerks at \$1,800, and you drop two at \$1,800 in order that you may have three chiefs at \$2,000 and one law clerk at \$2,000, and therefore you ask for an increase of one of your force who becomes chief of division, and the promotion of two of your \$1,800 clerks to become chiefs of division. You ask an increase of two chiefs of division, which is offset by your decrease from eight to six of the \$1,800 clerks, and then you ask for an addition of one clerk at \$2,000.

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Why is that?

Mr. PROCTER. Well, the Commission, Mr. Chairman, really needs a solicitor.

The CHAIRMAN. Where do you get your legal information which you can not yourselves give?

Mr. PROCTER. The Commissioners are not necessarily lawyers.

The CHAIRMAN. That may be.

Mr. PROCTER (continuing). And there are continually points involving law questions—

The CHAIRMAN. Are there any lawyers on your Commission?

Mr. PROCTER. Not on the Commission.

The CHAIRMAN. Where do you get your law from now?

Mr. PROCTER. We get the law mainly from our chief examiner, with his assistants, whose duties are really so exacting that it ought not to be required of him to be sent to the law libraries to look up law questions, as he is chief executive officer of the Commission and is charged with the preparation of the examinations and the direction of the general business of the Commission. We have a very good lawyer on the Commission force who is now a \$1,600 clerk, a man who came in through our examinations, and who is a very able young lawyer, and the Commission has been afraid of losing his services because other departments have indicated a desire to get possession of him at a much higher salary.

The CHAIRMAN. They can not take him from you?

Mr. PROCTER. They can by asking it, for it has been indicated to him that he could get more than \$2,000 a year if he could take a transfer; and it is a question of courtesy among the Departments, when a transfer is made with a promotion, to grant it.

The CHAIRMAN. Even if it injures your Department? That is more extreme than the courtesy of the Senate.

Mr. PROCTER. But we can not prevent a promotion by keeping a man when another Department is willing to give him more.

The CHAIRMAN. What is this gentleman getting?

Mr. PROCTER. One thousand six hundred dollars.

The CHAIRMAN. Therefore you want to increase the salary \$400 and promote him to a law clerk?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. You ask for sixteen clerks at \$1,600 each, in lieu of three, as you now have?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. I suppose that is to do what you claim is your increased business?

Mr. PROCTER. Yes, sir; and additional work which we are now unable to do.

The CHAIRMAN. You ask for seven clerks at \$900, in lieu of two. I suppose the same answer applies there?

Mr. PROCTER. Yes, sir. I will say here we have prepared a brief statement, which, if you will allow me to file, with reference to this very point—

The CHAIRMAN. In addition to the notes?

Mr. PROCTER. Yes, sir. This is a summary.

The CHAIRMAN. I will ask you to make that a part of our record.

Mr. PROCTER. If you like, as it is short, I will read it.

Memorandum in regard to the disposition of the estimated increased appropriation for the fiscal year 1898-99.

An increase of \$500 in the Secretary's salary is asked for on account of the responsible duties entrusted to him, and the further reason that he is acting as the disbursing officer for the Commission.

The Commission has asked that the number of \$1,800 clerks be reduced by 2, and that the appropriation provide in lieu thereof for 3 chiefs of division, at \$2,000 each. The great increase in the amount of work to be transacted by the Commission has necessarily resulted in the formation of divisions, with a force in one instance of 35.

It will be readily seen that the amount of work to be transacted by these divisions is of sufficient importance, both as to character and quantity, to compare favorably with most of the divisions in the Departments, and it is believed that the responsibilities attached to employees in charge of these divisions are sufficient to fully justify their designation as chiefs of division, at \$2,000 each.

Very many questions now coming up before the Commission for decision involve to a considerable extent the determination of legal points, and the Commission is compelled to assign someone who is fitted by proper training to the investigation of such subjects. This branch of the Commission's work is fully as important as the work of several of the bureaus for which Congress has provided one or more employees, to be designated as law clerks, at a salary of \$2,000 or more per annum. In view of the variety of legal questions presented and the great importance of the Commission's taking correct action in these cases, a law clerk has been asked for, at a salary of \$2,000 per annum. It is believed that the necessity for this work must commend this request to favorable consideration.

The Commission has requested that its force be increased by the addition of 22 clerks, 1 laborer, and 3 messenger boys, at a total annual salary of \$22,480. This increase in the number of employees of the Commission is desired for the following reasons: It is necessary to properly arrange for holding and distributing information concerning examinations, the preparation of examination questions, and the grading of papers that the Commission should have a considerable increase in the force under its immediate direction. During the past year the Commission has been obliged to do this work with the assistance of details from the various Departments in a manner far from satisfactory, but as well as the circumstances would permit. It must be conceded that both for promoting the best interests of the service and in justice to those who desire to enter the examinations that the fullest possible notice of the character and scope of the examinations should be given to the public, and that the questions should be prepared and the papers rated with the greatest care and skill, in order that fair competition may be obtained and full justice accorded to all competitors. It is impossible to fully accomplish this except with a permanent force. Persons who are detailed with the Commission have usually had no previous training in work of a similar character, and for various reasons the Departments are usually unable to allow the same persons to remain for a sufficient length of time to become skilled, with the result that the Commission's detailed assistants are continually changing and the prosecution of its work thereby suffers to a corresponding degree.

It is easily seen that this condition of affairs explains in a large degree the difficulties under which the Commission has been laboring, and also explains why much of its work has not been of a more satisfactory character. It must necessarily be seen from the foregoing statement that the method of performing this work by means of details from the Departments is probably the most expensive that could be adopted, as the Commission can not receive from such detailed clerks an amount of work at all equivalent to the amount of money expended for their salaries. The Commission is confident that with the increase asked for the work intrusted to it can be promptly and satisfactorily performed.

It is proposed that the increased force, if granted, shall take the place of the clerks now serving on detail with the Commission, and that so many of the detailed clerks as are found to be qualified will be transferred to the permanent force of the Commission, provided they are willing to accept the salaries appropriated for.

At least one-half of this increase is required for duty in the examining division in connection with the preparation of examination questions and the grading of papers. The remainder will be distributed between the application, certification, and service records divisions.

Mr. PROCTER. I might say there, Mr. Chairman, on account of the very great press of correspondence and the increased number of applications which were handled by these details very many letters were answered last year in a manner in which they would not have been answered by the skilled force of the Commission. For instance, sometimes Members of Congress would write and make inquiries, and they would simply get a blank sent to them. Now it is the custom of the Commission, whenever an answer is made to a member of the House or Senate, that it must be prepared or signed by the president of the Commission or one of the Commissioners; and that is only one instance of the many difficulties we have experienced in having inexperienced men doing the work of the Commission, and it makes a good deal of additional work in order to make the corrections of mistakes.

The CHAIRMAN. That covers the items in the bill where you ask for increases?

Mr. RICE. May I add one word—that the aggregate salaries of the details now on service with the Commission are about \$50,000? The Commission proposes, if the permanent force is accorded us to take the place of these detailed, to obtain the same and better service for about \$27,000.

The CHAIRMAN. I was going to say a summary of this paragraph is that you ask 28 additional subordinate force at annual salaries of \$27,320. Your exhibit shows that at the present time you have now a force of 62 clerks and officers and you have details of 46 clerks, whose aggregate salaries per annum are \$49,834. As you have explained in that letter the necessity for these increases, unless some gentleman desires to make any inquiry as to that other than the statement contained in the letter—

Mr. DOCKERY. I desire to make one on this point. I understood one of the Commissioners to say that the aggregate amount of salaries of the detailed clerks was in the neighborhood of \$50,000 per annum?

The CHAIRMAN. The aggregate amount is \$50,834.

Mr. DOCKERY. And if they were allowed a permanent force, in round numbers the amount of \$27,380 would be sufficient. Now, in 1894, as I remember it, this committee granted the request of the Civil Service Commission—

The CHAIRMAN. Of \$36,400, and in 1895 it gave you \$91,340, at which compensation your subordinate force and appropriations have continued, and are now in the current year.

Mr. DOCKERY. So we granted the Commission the permanent force asked for then, and it seems not to have relieved the necessity of details at all, because here in three years comes the request for twenty-eight additional clerks, and we are confronted with the statement that there were forty-six details.

Mr. PROCTER. I will say, in answer to that, that the work of the Commission, because of the increased extension of the classified service, has grown doubly. The Commission did take care of the work of 1894 with the force granted to it, and took care of it very satisfactorily until the increases were made.

Mr. RICE. And in fact for some time afterwards. It was not until about last spring—

Mr. PROCTER. I will say that for the year ending June 30, 1896, we examined 31,270 persons, and for the year ending June 30, 1897, we examined 50,587 persons. So you see the increase in work.

The CHAIRMAN. That is, you examined the papers?

Mr. PROCTER. We examined the people, and prepared the questions, and marked the papers, and sent the people notices of their ratings—over 50,000 persons.

Mr. DOCKERY. At what time subsequent to the increase of force in 1894 did you begin this system of details again?

Mr. PROCTER. We began the system of details after the present extension of May 6, 1896.

Mr. DOCKERY. And from the time your force was made permanent in 1894 until this order of May 6, 1896, you did not call upon the Departments for any details?

Mr. PROCTER. Except sometimes we would ask for a special person who had knowledge of a special examination. For instance, if we wished to get a scientific examination or a special examination for different Departments we would ask a temporary detail for that examination.

Mr. DOCKERY. About how many persons were detailed during that time?

Mr. PROCTER. I think very few.

The CHAIRMAN. Does your exhibit in any form show the details for some years past? Under the statutes you have the right to make your request of any Department for such subordinate force as you think your office requires.

Mr. PROCTER. Yes.

The CHAIRMAN. And at the present time, according to the note, you have a regular force of sixty-two clerks and officers, and a detailed force of forty-six clerks?

Mr. PROCTER. These details I speak of were not properly details. We simply asked for a man to aid us in preparing a special examination, which probably would not be more than a couple of hours or a day or two at furthest.

The CHAIRMAN. Do you include that in the forty-six?

Mr. PROCTER. That would not be properly a detail.

The CHAIRMAN. Are the forty-six detailed men working now in your Commission?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. What length of time have they been working? Have you not a number of those men who have been working there for several years?

Mr. PROCTER. I think not; most of those men have been working there four or five months. Last spring's examination was where this tremendous increase occurred, in the number of people who took the examination; and there is always an increase in the number of people who take the examination when there is a change of any Administration.

The CHAIRMAN. This committee is endeavoring in the matter of details to adjust that question, and this is the question we have put to everyone who has come before us, as we are trying to adjust these details in some form.

Mr. DOCKERY. Right there I desire to ask the president of the Commission one

question: In the event you are granted the increase of force asked for in your estimates would it or not be wise to accompany that with the repeal of the law authorizing you to detail clerks from the Departments?

Mr. PROCTER. Well, there is this about it, if in an emergency there is a demand upon the Commission it can not meet, it is very well to have the power to ask for details, because when we have an extra number of people taking the examinations those people are writing and clamoring to have their papers marked. I will say this, I do believe that with the additional force the Commission would not be compelled to ask for details.

Mr. DOCKERY. The reason I asked the question is, the theory of the Commission in respect to the efficiency of the clerks seems to be antagonistic to the statutes, because you have now 46 people detailed, and you propose, if you can control those people and exercise immediate supervision and carry them on your roll, that 28 will be ample to do the work now performed by 46.

Mr. PROCTER. The reason of that is the people we would have on the permanent force would be assigned in our work, and of course you can readily understand even a competent man sent for a detail for a few weeks would not be as efficient in work as a man constantly on that work.

The CHAIRMAN. Will you send us a list of the date of these details, from where detailed, etc.? You will give us an exhibit of those details?

Mr. PROCTER. Yes, sir.

Mr. DOCKERY. Do you contemplate giving the date of the details, the name of the party, the salary paid, and the Department from which detailed?

Mr. PROCTER. We can give you that.

Mr. RICE. As a matter of economy, it frequently happens with the service that a man in the Treasury Department to assist in preparing questions in two days would do what, if we had to educate one of our own people, would take a month to do. Take, for instance, the Bureau of Navigation. It is a perfectly simple thing for him to submit fifty different questions, out of which we can take ten, and he can do it in a day or two; and those are the details in which—

Mr. MOODY. Does this apply to these forty-six?

Mr. PROCTER. No—

The CHAIRMAN. They are put on routine work?

Mr. RICE. They are put on routine work.

Mr. PROCTER. We claim that the examinations prepared by the Commission are the examinations by the Departments. The Departments have the right to demand any sort of examination, and therefore we must be allowed to cooperate with the Department in getting up the kind of examination they want.

Mr. RICE. And we do that.

The CHAIRMAN. You have given us, I suppose, all of the information on that point we desire. In a statement a year ago before this committee your estimate for 1898 was \$109,980, and Congress gave you \$91,340, the same you received for 1897, 1896, and 1895. There was some disagreement between yourselves and Mr. Rice in connection with the reorganization of the force and the ability to proceed under the appropriation similar to that of the preceding year. Mr. Rice assumed a reorganization of the force could be effected whereby you could live under this limitation of appropriation. Am I correct?

Mr. PROCTER. Yes.

The CHAIRMAN. Now we find—of course you have been proceeding under the appropriation—there is a very large detail. Has there been any reorganization of your force?

Mr. PROCTER. Yes.

The CHAIRMAN. In order to do your work under the limitations of the appropriation?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. And you found it was necessary to go outside of that and draw in such large number of detailed force?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. And you have been unable to operate under that?

Mr. PROCTER. We have operated under that with the details because we have closed up now all our spring and September examinations and we are now marking on the fall series of examinations.

The CHAIRMAN. Have you closed up all the summer—the August examinations?

Mr. PROCTER. Yes, sir; we have sent notices to the persons of their averages.

Mr. HEMENWAY. How is that? I have a number of people complaining—

Mr. PROCTER. We sent notices about a week before last and last week.

The CHAIRMAN. In other words, you are up with a majority or a great part of the work?

Mr. RICE. May I say that our reorganization which has taken place has enabled us to do with a 60 per cent increase of force 200 per cent increase of work.

The CHAIRMAN. That is all very good to say with an increased force, as I understand it; but it does not and should not impress us with the fact because 40,000 and odd have been added to the civil service that there are to be 40,000 and odd changes. The changes are very limited, unless in some of the great offices of the country there is an absolute disregard of civil-service regulations.

Mr. HARLOW. Can I mention the fact that these examinations are required by law twice a year.

Mr. RICE. The extension of the service is not only a very great increase, but the number of people who come into examinations would have largely come in whether the service had been extended or not. In other words, every four years this is repeated. We were at that point four years ago, and the Commission had to report it was six months in arrears.

The CHAIRMAN. Do you construe the law requires you to make two examinations a year in every Department subject to the civil-service rules?

Mr. PROCTER. The law is mandatory.

The CHAIRMAN. Do you consider that the reading of the law?

Mr. PROCTER. Yes, sir; two in every State, Mr. Chairman, not in every Department.

The CHAIRMAN. That is the way I read the law, because I find Mr. Carr, who has just vacated the office of postmaster at Philadelphia, in touching on the civil-service question, gives the examinations and number of applicants during his four years' administration, and submits these figures without bias, simply giving the history of his office. He says:

"The semiannual examination to have been held in August, 1896, was canceled, for the reason that the list of eligibles was sufficiently large to accommodate the vacancies that might occur until the succeeding February examination."

So it shows the power to suspend on your part at any one office. Then, as I understand, your construction of the statute is to the effect that there shall be two, or a semiannual examination, in every State. Is that right?

Mr. PROCTER. Yes.

The CHAIRMAN. But not a semiannual examination for the Philadelphia post-office, necessarily, under the law?

Mr. PROCTER. This examination for the post-office was passed in all of the large offices where the postmasters notified the Commission. We had sometimes two or three hundred on the register, where there would not be more than twenty or thirty appointed; and as we could not mark the papers with the force we had at the time—

The CHAIRMAN. Now you are coming to the point I want to reach. Therefore, under the statutes the Commission does have the power to postpone the semiannual examination at any large office, or wherever you see proper, in good judgment, to postpone?

Mr. PROCTER. We have never considered, I think, that the Commission had the power to postpone the semiannual examinations held all over the United States in the departmental service, and that has never been done.

The CHAIRMAN. Here it has been postponed?

Mr. PROCTER. That is not departmental; that is the post-office.

The CHAIRMAN. Then the Postmaster-General can by order suspend?

Mr. PROCTER. By consultation with the Commission, if he would think it was not necessary—

The CHAIRMAN. Then the power rests where? I want your construction of this paragraph under the civil service rules.

Mr. PROCTER. I think it would rest with the Commission, with a knowledge of the needs of the service, and after a consultation with the postmaster and the Postmaster-General.

The CHAIRMAN. Then the Commission of their own motion, after consultation as to the wisdom of the act, concludes not to hold a semiannual examination at the Philadelphia post-office or the Philadelphia custom-house, or the Boston post-office or the Boston custom-house. Is that so?

Mr. PROCTER. It is the business of the Commission to keep the post-offices and custom-houses always supplied with an ample eligible register.

The CHAIRMAN. How do you conclude they have what you call "an ample eligible register?"

Mr. PROCTER. Of the number of people on and of the period of time they will likely remain on the register. Sometimes there will be, for instance, a very great delay in the marking of papers, and each person who goes upon the register remains upon the register one year from the time he is entered on the register.

Mr. LIVINGSTON. From the time of marking, or the time he was examined?

Mr. PROCTER. The time he was put upon the register. The papers are marked, and he is notified of his standing. He is not put on at the time of the holding of the examination, but at the time of his notice of standing entering him on the register.

The CHAIRMAN. As I desire to make it clear, if I can, I understand that it rests with the Commission, after consultation with the head of a Department, to determine whether at this location or that location in a State certain examinations shall take place semiannually?

Mr. PROCTER. Yes.

The CHAIRMAN. Now, what I want to reach is this: In order to abbreviate your work, or in order to make unnecessary this increased force who deal with the examination papers referred to you, what I want to try and show is you can hold your force down within reasonable limits of work if you exercise a wise judgment in the necessity for examinations at these great centers, which are largely your great work. Now, I give an illustration, and I take the report of Mr. Postmaster Carr, which is his good-bye to the citizens of Philadelphia, which exhibits, without bias, the work he did during four years. He says:

"Much work is performed by the local board of examiners in addition to their post-office duty. At the August examination in 1893, 1,019 persons were applicants, and an examination was held for seven days. In February, 1894, 734 persons were applicants, and the examination was held for four days. In August, 1894, 181 persons were applicants, and the examination was held for two days. In February, 1895, 167 persons were applicants, and the examination was also held for two days. The board is required to examine the applicants' papers and also to examine and mark the examination papers, being six in number for each applicant. In the August, 1895, examination there were 181 applicants, and the examination was held for two days; and in February, 1896, there were 115 applicants, who were examined in one day. The semiannual examination to have been held in August, 1896, was canceled for the reason that the list of eligibles was sufficiently large to accommodate the vacancies that might occur until the succeeding February examination. In the February, 1897, examination there were 871 applicants, taking six days, beginning Tuesday, February 2, 1897."

Now, you have been and should be familiar with the fact that under the statutes there are what are called substitute carriers in the carrier service of the Post-Office Department. As an illustration, there are between 700 and 800 carriers in the Philadelphia post-office having gone through the civil-service examination, and I will put it in round numbers and say there are 200 substitute carriers to-day on the rolls of the Philadelphia post-office who have passed civil-service examination and become, under the statute, substitute letter carriers. As a matter of fact, which you intelligent men doubtless are informed and know of, it will take four years of the present administration of the present incumbent of that Philadelphia office, assuming that the appropriations of Congress are as large for the administration of the letter-carrier service as they have been in the past, to absorb that subordinate force into the regular force of carriers.

Now, here shows you the exhibit of the annual number of applicants and the annual number of examinations. That fact being patent, do you realize the necessity of these examinations when the letter-carrier service of a great office has always a subordinate force of substitute carriers under the law ample to perform every duty and ample to fill all vacancies for four years? Now, it is discretionary with the Department as to whether they shall be four to one; that is, four carriers for one substitute, or perhaps seven or eight in the New York office. Then, where is the necessity for these semiannual examinations, which load up your Commission in work of the examination of their papers? I think I have made myself clear, because it is an extensive question, and I want to get the point clear and show, if I can, to you that your examinations are too frequent; and if that is the case—if they are too frequent—then the labor will not be as great upon your subordinate force; or, to put it in another form, I claim, as I understand it, your examination for these great offices, throwing upon you at one time examination papers of a thousand applicants, is unnecessary, and therefore will shorten your work here in the central office.

Mr. DOKERY. Right at that point I would like, for information, to have the law read. I understand there is a statute.

The CHAIRMAN. I have asked him his construction of the civil-service law in regard to two examinations in a State annually.

Mr. PROCTER. Before you read that I want to correct one statement in Mr. Carr's report, which he made, I think, inadvertently, and that is that the papers in these examinations are not corrected by his force, but by the central board at Washington. Mr. Carr, in the statement you just read, rather leaves the impression that the applications and the papers were both marked by the local board.

The CHAIRMAN. Not their averages—you mean the averages? That is how you employ your force?

Mr. PROCTER. Then there is another point right there—the number of substitutes vary very much in these offices.

The CHAIRMAN. In the large offices, of course.

Mr. PROCTER. The Commission has always contended that the number of substitutes ought not to exceed 10 per cent, but some offices have few substitutes and others have a very large substitute list.

Mr. LIVINGSTON. To get at it very definitely, let me ask one question. What per cent of your roll is dropped on the limitation of time? For instance, you have got 400 on your roll in one given department. Is 10 per cent or 15 per cent or 20 per cent of that number placed and the balance all go out on the twelve months' limitation?

Mr. PROCTER. I am informed by the chief examiner that of examinations in the past about 30 per cent of those who have passed were appointed.

Mr. HARLOW. That means 30 per cent of all, but there are many on our rolls on which 90 per cent never are drawn.

Mr. LIVINGSTON. That shows you have got too many on your rolls?

Mr. PROCTER. The Departments have absolutely abandoned the copyist register and appoint from the stenographer and typewriter register.

Mr. DOCKERY. I concur at every point with the statement of what ought to be the law which is made by the chairman of this committee, but here is the statute as I read it, a part of section 3:

"Such boards of examination shall be so located as to make it reasonably convenient and inexpensive for applicants to attend before them, and where there are persons to be examined in any State or Territory examinations shall be held therein at least twice in each year."

The CHAIRMAN. There is no criticism as to that; that is the law.

Mr. DOCKERY. Now, then, I see the point General Bingham is making, and it is conclusive, it is unanswerable; why examine a thousand persons who may be applicants if there are not any vacancies or chances of appointing them?

Mr. MOODY. And causes them intense personal disappointment as they do not see why they do not get in?

Mr. DOCKERY. But there seems to be a statute mandatory on the board?

The CHAIRMAN. We recognize that twice a year in any State or Territory, and make it convenient for the parties to be examined. They make it convenient and they follow the law, but what I claim is that when the list is literally full—for instance, of the examinations made last year at the Philadelphia post-office on which they sent in certain certifications, I venture the statement that the men who were examined last August and passed as eligible in the four years of the present Administration will never get beyond the grade of substitute carriers.

Mr. DOCKERY. I have no doubt of it, but what are you going to do about that statute which says, "where there are persons to be examined." It does not say whether one person or two or five or ten, but "where there are persons to be examined" the Commission must examine them?

Mr. RICE. Must we have two examinations for every place in the Government service?

The CHAIRMAN. That is what I want to prevent.

Mr. RICE. For instance, there is the superintendent of supplies in the Post-Office Department and never but one appointment made from the eligible list. Can it be contended for a moment that we must hold two examinations in every State for that position? We have to hold examinations, but it is discretionary as to which examination.

Mr. PROCTER. I would like to call attention—

The CHAIRMAN. Has there been any change, any modification, any enlargement in the civil-service law since 1883?

Mr. PROCTER. Not a word.

The CHAIRMAN. In other words, the Civil Service Reform Committees of the two Houses have never enacted into law any change or modification of the act of 1883?

Mr. PROCTER. No; because it has been generally conceded that under the provisions of the law giving such extraordinary power to the President—

The CHAIRMAN. I understand that.

Mr. PROCTER (continuing). That such modifications could be made as good administration would warrant.

The CHAIRMAN. That is, the modification of any regulation under the statutes?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. That is a matter of record.

Mr. PROCTER. Yes, sir; and I would like to say before we leave that point, Mr. Chairman, in the Philadelphia office I think you will find that there have been from twenty to fifty appointments a year because we have had to keep up that substitute list. As fast as substitutes are promoted from the top of the list they bring them up from the bottom. I think you will find every year there have been at least from twenty to fifty appointments on the substitute list, a coming off at the top and a coming up from the bottom.

The CHAIRMAN. I do not object to the annual examinations because the period

runs out in a year, but I do object to the semiannual examinations, and further that that semiannual examination, without producing any public good, only brings on expense.

Mr. PROCTER. The Commission has taken and is adopting the annual examination of local post-offices because we think a liberal reading of the statutes will relieve us from that mandatory clause, and we have only contended that the mandatory clause referred to the departmental service, so we considered it was mandatory to hold our departmental examinations twice a year in each State.

The CHAIRMAN. The point I am trying to reach is that I am trying to disclose the fact that your examinations are too frequent.

Mr. PROCTER. And we are making them less frequent in the local post-offices and custom-houses. I am agreeing with you thoroughly.

Mr. LIVINGSTON. Now, take the law of 1883, which gave the President of the United States that large discretionary power. Has that always been exercised since 1883 for the good of the service?

Mr. PROCTER. I think so.

Mr. LIVINGSTON. With no mistakes on his part?

Mr. PROCTER. I think not.

Mr. LIVINGSTON. When Mr. Harrison suspended the Railway Mail Service, was that for the good of the service? You see, under that discretionary power he suspended, when he came in, the entire Railway Mail Service?

Mr. PROCTER. It was not properly a suspension. It was an order of the President that had not gone into effect.

Mr. LIVINGSTON. It would have gone into effect on a certain day if he had not suspended it?

Mr. PROCTER. He did until a later day. I think it was most unfortunate—

Mr. LIVINGSTON. Do you want to use that term? Was it not directly an overt political stroke of the President?

Mr. PROCTER. I would not say that. I do not suppose that—

Mr. RICE. Mr. Roosevelt's letter on the subject is on file.

Mr. LIVINGSTON. I do not care about the letter. I am asking you gentlemen the question.

Mr. PROCTER. There was only one Commissioner and there was a good deal of work on hand, and we had only a detailed force and not a permanent force, and the Commissioner informed President Harrison that it would be impossible to establish the registers in the several States on the date given—

Mr. RICE. And, you understand, there was only one Commissioner.

Mr. LIVINGSTON. I will ask one question to bring it all out. Mr. Roosevelt wrote a letter—

Mr. PROCTER. He was not on the Commission at the time, you understand.

Mr. LIVINGSTON. Who was the Commissioner?

Mr. PROCTER. Commissioner Lyman.

Mr. LIVINGSTON. And he said to the President that this arrangement could not be made, so the date fixing the time was extended and not suspended. Now during that time how many of the 2,200 Railway Mail Service clerks who were Democrats were removed and Republicans put in?

Mr. PROCTER. I do not remember the figures.

Mr. LIVINGSTON. Do you not remember every one of them?

Mr. PROCTER. Those figures are of record.

Mr. LIVINGSTON. Do you say that is for the good of the service?

Mr. PROCTER. I do not think it was for the good of the service, because it showed it was not for the good of the service.

Mr. LIVINGSTON. Let me ask you—Mr. Cleveland's order extending this civil-service law included laborers down there in the Public Printer's building and such other Departments—was that really for the good of the service?

Mr. PROCTER. I think decidedly for the good of the service. We can furnish you proof, if you wish, and send for the witnesses, showing that during the last year of the Public Printing Office under the old system and the first year under the new system they have done 20 per cent more work with 20 per cent less force and expense.

Mr. LIVINGSTON. What is the form of the examination of parties who are called for down there now as laborers? Give us a sample of a question?

Mr. PROCTER. The mere laborers are not examined at all.

Mr. LIVINGSTON. I mean, say, in the folding room?

Mr. PROCTER. It is a simple examination. Most of the people now who are appointed to the laborer's roll and ordinary trades positions are examined on what we call "form 394."

Mr. LIVINGSTON. Have you a copy of that?

Mr. PROCTER. No; but we will send you a copy, and I will show you that a man passed that with a rating of 95 who can not write his own name.

Mr. LIVINGSTON. Suppose you want some one at the stitching machines, you know what they are, and you come to examine the applicant in that kind of labor, what kind of questions do you put to that party?

Mr. PROCTER. I will bring you that examination, and I can say to you now that I am informed by managers of the rooms that they are getting infinitely better persons.

Mr. LIVINGSTON. I have been informed by the head of a department that the examinations are not worth a continental.

Mr. PROCTER. Who?

Mr. LIVINGSTON. Let me bring this to your attention, and I want to say to you my candid opinion is you will have to rectify that whole business. I understand very recently a young man made application to go from a laborer's place to a messenger's place in the War Department, and they put to that boy the most difficult mathematical problem almost that could be found, and he could not work it, and he did not get the place.

Mr. A. R. SERVEN (chief examiner). The questions put in arithmetic are simply in regard to addition, subtraction, multiplication, division, and United States money for the messenger examination.

Mr. LIVINGSTON. And I want to say in regard to that question in the examination of that boy that there is not one mathematician at the head of a college in this country or in Europe who could work out that problem readily.

Mr. RICE. I would be glad to see it, because I have taken a particular interest in the examination questions.

Mr. LIVINGSTON. Why do you ask a messenger who is being examined whether he knows anything about Latin, Greek, or mathematics?

Mr. RICE. We do not.

Mr. PROCTER. We ask the messengers certain questions as the different Departments say they want put to them.

Mr. LIVINGSTON. Do you ask them this question: "Did you ever have rheumatism?" Now, a messenger must be an active man, but you never ask him if he has had rheumatism or gout?

Mr. PROCTER. That is covered in his application. Let me give you a sample of the questions at the Government Printing Office. "How long did you serve as an apprentice? How long did you serve as a journeyman? Give the names and locations of the offices in which, or the names of the firm with which, you learned your trade. Give the names and locations of the offices or firms where you have been employed as a journeyman. Give the length of time you were employed by each office or firm as a journeyman, including only those where you were employed not less than six months," etc. Then we ask such questions as these of the press feeders: "How long have you been feeding presses? In what class of work are you most familiar (name the work, as book, job, or color work)? Give the kinds and the names of the presses you have fed (cylinder or platen). What is the size in inches of the largest sheet you have fed?" etc.

Mr. LIVINGSTON. Let me ask you this question: Who makes these questions; the chief examiner?

Mr. PROCTER. Yes, sir; with his assistance and the help of the Departments.

Mr. LIVINGSTON. Does the board review these questions before they go out?

Mr. PROCTER. Yes, sir; and we send for the experts from the Government Printing Office; we send and get an expert from the press room. He is on our board. We send for experts who are expert printers, and ask them to come and help us to get up these questions.

Mr. LIVINGSTON. Are not these questions framed with the utmost care to prevent their being answered?

Mr. PROCTER. Not at all.

Mr. LIVINGSTON (continuing). Instead of being answered, I am going to show you why. Your rolls are burdened all the while, and you do not want them loaded up because you have not any use for them; and are not your questions framed for that purpose?

Mr. PROCTER. You are very much mistaken.

Mr. LIVINGSTON. I will say this, and then I will stop: I want to see a sample of all the questions in all the Departments.

Mr. PROCTER. We will be delighted to bring them.

The CHAIRMAN. I was trying to disclose a certain line of operation, and then I was going to ask the gentlemen to put any questions they wished to put.

Mr. HEMENWAY. I want this purely for information: You said that in the year after the civil-service rules were extended over the Government Printing Office they had a greater efficiency with a decrease of 20 per cent in force. Is that correct?

Mr. PROCTER. That is correct.

Mr. HEMENWAY. How many men during the first six months of that year secured places in the Government Printing Office through the civil service?

Mr. PROCTER. We will give you this.

Mr. SERVEN. It is in the last report of the Commission.

Mr. HEMENWAY. Will you please make a note of it, so you can answer the question for me? How many men were employed in the Government Printing Office who were covered within the civil service who did not secure their places by civil-service examinations?

The CHAIRMAN. That we have asked for, and he has stated he has given it in full.

Mr. RICE. It does not cover it in the detail you ask for.

Mr. HEMENWAY. I wanted to show the great efficiency in the Government Printing Office the year after it went under the civil-service rules could not have been because of the civil-service examinations.

Mr. PROCTER. We do not claim that.

Mr. HEMENWAY. You have just claimed it.

Mr. PROCTER. No; we claim under the classified service the Departments always do more work with fewer men than they do under the other system, because there is not a disposition to take on. We show that in our thirteenth report—

Mr. HEMENWAY. That is the general statement, if you will pardon me. I want to get to a particular office.

Mr. PROCTER. I will give it to you for a particular office. Under the old system they had 3,381 persons. The first fiscal year after the office was classified they did 20 per cent more work with 2,828 people. Here are the figures as to the tons of paper—

Mr. HEMENWAY. There is no use to go further on that. The next question is, How many men got in there in the first six months of that year through civil-service examinations?

Mr. PROCTER. We will give you that.

Mr. HEMENWAY. That is what I want.

Mr. PROCTER. In the fiscal year 1894 they consumed 4,823 tons of paper. In the fiscal year 1896, where they had only 2,828 persons as against 3,381, they consumed 5,457 tons of paper.

Mr. HEMENWAY. My objection is not to their getting in there under the civil-service examinations, but to those who did not get in there by civil-service examinations, and I want to see how many of that class you succeeded in covering in.

Mr. RICE. We would like to give you that information, and we can do it.

The CHAIRMAN. I want to ask this question: In connection with the Philadelphia post-office I was stating to you the condition. I see you have appointed recently by some conference or act what are called "auxiliary clerks" in the large post-offices. Substitute letter carriers are provided for under the law, but how do you appoint auxiliary clerks?

Mr. PROCTER. The Commission does not appoint anyone, you know.

The CHAIRMAN. Then I will put it the other way. How are auxiliary clerks, something unknown to the law, appointed from the civil-service list?

Mr. HARLOW. The auxiliary clerks were instituted as a class of clerks and paid about \$200 a year in the Post-Office Department, under what authority of law I do not know. In the St. Louis post-office there were eight, ten, fifteen, or twenty people who worked their eight hours, and when another crew came on would add two and a half hours more for \$200 a year. That went on for years, when the last administration authorized what they called the auxiliary clerk, paying him, I believe, \$200 a year.

The CHAIRMAN. Under what statute?

Mr. HARLOW. I do not know under what authority.

The CHAIRMAN. There are 175 auxiliary clerks appointed at the Philadelphia post office, and I merely desired to know how it was done.

Mr. RICE. We never made any certifications for "auxiliary clerks."

The CHAIRMAN. Have you in your administration as a Commission any supervision in the matter of the protection of the soldiers under the statutes?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. What is the character of that protection?

Mr. PROCTER. We first see that every soldier who takes an examination and who files his claim that he is a preference claimant is rated on that, after writing to the War Department to learn officially whether this is true. If he passes at 65 he is put at the head of the list.

The CHAIRMAN. He is put at the head of the list?

Mr. PROCTER. Yes, sir.

Mr. RICE. Above the man who passes at, say, 99.

The CHAIRMAN. The honorably discharged soldier under the law has a bonus or gratuity of five points?

Mr. HARLOW. No, sir; it is only those discharged for wounds or disability.

The CHAIRMAN. The honorably discharged soldier wounded or disabled gets the benefit of five points?

Mr. HARLOW. No, sir; not only the five points, but he is put at the head of list; he jumps to the top of the list.

The CHAIRMAN. After he is in the service your relations with the soldier cease.

Mr. PROCTER. Altogether, except reinstatements.

The CHAIRMAN. I want you to take the fiscal year 1896-97 this is doubtless your report—and state how many were appointed on certification of your Commission in comparison with how many were examined in the entire service.

Mr. DOCKERY. I would be glad to have that for 1891-92.

Mr. RICE. If your secretary can address these questions to us we will be glad to have them.

The CHAIRMAN. Is that exhibit in your report? For instance, you have made examination, say, of 10,000 people, and you certified 8,000 of the 10,000 who have passed in the examination. Now, I want to know how many have you examined how many have you certified as eligible, and how many were appointed?

Mr. RICE. May I suggest we give those figures in the tables of our report.

The CHAIRMAN. Do you think that is in your report?

Mr. RICE. Yes, sir.

The CHAIRMAN. Can I get your report or can you give it on a slip?

Mr. RICE. That depends upon the President. Of course, it can not be printed until the President sends it in.

The CHAIRMAN. Will you hurry up your report?

Mr. RICE. Can not we furnish it to the chairman specially?

The CHAIRMAN. Thank you. Did you give me in the papers submitted the numbers taken into the civil-service establishment in the respective orders which you have submitted extending the civil service?

Mr. PROCTER. We have given that.

The CHAIRMAN. That is in the papers you have given me, so that I can see in the commencement of the operations of the civil-service law of 1883 that you take under the general provision of that law so many men in the civil establishment, and that under each succeeding act enlarging the operations of the law of 1883 you take in so many men under each order and the sum total of your establishment is given. I think your note shows that.

Mr. PROCTER. The total positions included up to the present time amount to 87,160.

The CHAIRMAN. Do you give the number taken in by what are called the orders of May and November of President Cleveland?

Mr. RICE. There was no order of November. That is an error of date. The rules were printed, and the printer put in November 2.

The CHAIRMAN. That is the date in your book?

Mr. PROCTER. There was no extension by President Cleveland after May 6, 1895. The only extensions since then were under the present Administration.

The CHAIRMAN. The point I want to make clear is this: Your exhibit will show who were taken in under the respective orders?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Now I come to the question, When was the order made that took into the civil service of the country—what is called the executive civil service—laborers, messengers, janitors, and watchmen?

Mr. PROCTER. There is no order taking in mere laborers.

The CHAIRMAN. Well, then, call them skilled laborers; that is technical.

Mr. PROCTER. Those are different orders. The messengers were taken in in 1895; I think; some in 1894; some by President Harrison in his Administration. He took in the laborers and the Railway Mail Service.

The CHAIRMAN. I do not care anything about that.

Mr. PROCTER. December, 1888, we took in porters—

The CHAIRMAN. Now, I want you to come to the group of subordinate force designated and indicated as skilled laborers, messengers, janitors, and watchmen.

Mr. PROCTER. In 1894, 1895, and 1896; messengers and watchmen in all Departments, November 2, 1894; some were in before that; firemen in all Departments, June 15, 1895; Government Printing Office, June 13, 1895; custom-house service we took in November 2, 1894; the custom-houses up to that time did not include anybody below \$900. Some skilled laborers have been classified under each Administration since the act was passed.

The CHAIRMAN. Did it include night inspectors?

Mr. PROCTER. If they received more than \$900, yes; but it was found the custom of the service was to put men down to \$895 and bring them up again, and there was very great abuse, and the order of November 2, 1894, was for the purpose of curbing that abuse. The skilled laborers in the navy-yards were classified in 1891—

The CHAIRMAN. Let us eliminate that for the moment. I am speaking generally without referring to navy-yards, because you are on another line of operation. Speak of the Department service—the general service of the Government—so never mind about the navy-yards. I understand that you have given me the answers?

Mr. HARLOW. The order of May 6 covered in all others that were not covered in by these former orders.

The CHAIRMAN. The order of May 6 did that?

Mr. HARLOW. All doing skilled work who had not been under preceding orders.

The CHAIRMAN. That covered janitors, firemen, messengers, watchmen, and all that kind of people not included in the other orders?

Mr. HARLOW. I think it worth mentioning here that the word "janitor" is a misnomer often. In the Treasury Department they insist upon an examination. In the Post-Office they are considered simply as mere laborers, and they are laborers; while they are called janitors.

Mr. HEMENWAY. Are they in the classified service?

Mr. HARLOW. Not in the Post-Office if they are mere laborers.

The CHAIRMAN. There is not a laborer in the Philadelphia post-office?

Mr. HARLOW. Well, they have classified them under some other name.

The CHAIRMAN. I think all comes under the head of custodianship.

Mr. HARLOW. But that is not the Post-Office Department. I mean post-offices where they have sweepers. They have them in certain offices, and they call them janitors when they mean laborers.

The CHAIRMAN. Paragraph 1753 of the Revised Statutes is the paragraph of which I spoke to you about a year ago.

Mr. PROCTER. Yes.

The CHAIRMAN. That is what you proceed under, which gives the President supervision to classify this group of subordinate force?

Mr. PROCTER. Yes, sir; that and the act of January 16, 1883. It is the law giving power to the President to classify every person in the Government service except those appointed by the President and confirmed by the Senate, and mere laborers. Now, the President did not classify any of those people, but he ordered the heads of Departments to classify such as would come under that provision, and it was the heads of the Departments who decided who were properly skilled laborers and classifiable and who were mere laborers and not classifiable, and they made this classification and reported it to the Commission and the Commission simply received it.

Mr. RICE. Showing the character of labor performed by each one of these persons in each instance—showing it was not a mere laborer's position.

The CHAIRMAN. I understand that, then. You indicate how they came in and when they came into the groupings of the civil service.

Mr. PROCTER. I have already stated that in Mr. Harrison's Administration—I think it was in his Administration, I have forgotten the exact date—the Bureau of Engraving and Printing was included in the civil service, which also included skilled laborers.

The CHAIRMAN. As I understand it, you have relegated to the Navy Department the control of that subordinate labor, technical and otherwise, the force of the respective navy-yards of the country, outside of a limited number of subordinate force, clerks, messengers, and watchmen, which are part of the service which you require examination and certification for. In other words, the clerks, messengers, and watchmen at the navy-yards are under Civil Service Commission rules?

Mr. PROCTER. Yes, sir; these and the rest.

The CHAIRMAN. The general work in connection with labor and all that pertains to navy-yard work is under the rules and regulations fixed by the Navy Department and approved by your Commission?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Are you aware of the character of the mode of employment of this force?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Do you know that it is by simple registration on the respective rolls, and the first man registered is the first man called?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Together with qualifications for other lines in the service. That is the rule there, isn't it?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. These are skilled laborers; they are shipwrights, blacksmiths, carpenters, and embrace all those trades that pertain to technical skilled labor. That is done under the rules, by what you might call precedence in registration. Isn't that so?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Now, let me go one step further. I do not want to go into details, because I have them all here. I have the rules and regulations. That same skilled labor in any Department at Washington is under the rules and regulations of the Civil Service Commission?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. In other words, the rules that pertain to skilled labor in the Departments are different from the rules and regulations pertaining to skilled labor in these navy-yards; one is by registration and one is by examination?

Mr. PROCTER. No; both are practically by registration. Our form 394, I think, is an improvement on the navy-yard examinations.

The CHAIRMAN. Skilled labor in the Departments here must be examined—

Mr. RICE. It is built upon the Navy Department form almost entirely—

Mr. PROCTER. The third class of examinations is where no educational qualifications are necessary to satisfy the requirements of the service, but where some peculiar experience or skill is demanded, either in a mechanical or other special line, and these examinations cover applicants often accepted as competent, although unable to read and write, the Commission having been satisfied that they were fully qualified to perform the duties required. The specific name applied to this class of examination is the fourth grade, or direct examination. They are employed to test the skill of mechanics, etc.

Mr. SERVEN. I might say in that connection that the only difference between that form of examination and the kind of examinations they formerly used to enable the men to register in the navy-yard is this: In the navy-yard they require them to show a certain amount of skill—

The CHAIRMAN. No; he only shows skill by his exhibit of rendition.

Mr. PROCTER. That is what we do. We try to find out, however, which one ought to show the most skill.

Mr. SERVEN. We try to find out which one ought to be the best man.

The CHAIRMAN. You claim that if I go to the Department and desire a skilled laborer appointed they will tell me that he must go through an examination?

Mr. PROCTER. Yes, sir; the trades examination, which requires no scholastic qualifications.

The CHAIRMAN. I have your groupings as to the department skilled laborer. You have also taken into this civil service establishment the mints of the country. Of course the largest mint in the country is at Philadelphia. What is the examination there for a skilled laborer?

Mr. PROCTER. The same sort of an examination.

The CHAIRMAN. In the mint establishment, which you have recently taken into the service—the largest being at Philadelphia—I simply ask what are your rules with reference to the laborers in the force there; and understand me to say that a laborer at the mint gets \$2.75 per day.

Mr. PROCTER. Most of the laborers are appointed, as I said, on this registration form, No. 394, which is simply a record of their past experience, unless the mint itself would ask the Commission for some slight educational test. If the mint did not ask for it we would not give it.

The CHAIRMAN. That is as you understand the practice under your rule?

Mr. PROCTER. Yes, sir; that is the practice under our rule.

The CHAIRMAN. I give you an illustration: Take the Philadelphia custom-house. A new collector went in in 1894. He had a total force of 249 men under him. They are in the civil service establishment. I have an official list from the Treasury Department setting forth, as I will give it to you, the name of the man, the designation of his office, his compensation, and the date of his appointment. All of the subordinate force in the custom-house at Philadelphia is given, except what you would call common laborers. Do you understand?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. I find that the present collector, in 1894, the first year of his coming into office, made 109 changes out of a total force of 249. In 1895 he made 27, and in 1896 he made 14. Do you in any way take cognizance of a radical change of that character in an office under the civil service?

Mr. PROCTER. I have just called attention to the fact that the order of the President extending the classification downward from the \$900 places was to cure just that evil. The positions under \$900 per annum were not classified, and a new collector coming in would change all the subordinate places, and it was to prevent that. You will notice there were only 27 changes the year after the President issued his order extending the classification downward.

The CHAIRMAN. Perhaps this very action, radical and extreme on the part of the collector, forced upon you the consideration of the necessity of a change in the rule?

Mr. PROCTER. Not the action of that collector, personally, but all the collectors over the United States.

The CHAIRMAN. I do not mean this one gentleman in particular.

Mr. PROCTER. That was the general practice.

The CHAIRMAN. I want to ask you if you take cognizance in a change of office of anything like a radical inroad upon your rules by a changing of clerks and officials in the service, and asking for men in their places?

Mr. PROCTER. We do, as far as the law permits. The Commission has no power except to investigate the facts and reports.

The CHAIRMAN. To whom do you report?

Mr. PROCTER. To the heads of Departments, and finally to the President, if the heads of Departments do not take action. We confer with the heads of Departments. Only during the last administration we did report what we thought infractions of the law in new post-offices, and by getting one or two postmasters removed on this account, I think that was practically stopped. In the present administration we have called attention to what we believed are violations of the law in the internal-revenue service.

The CHAIRMAN. What I wanted to find out was whether you observe a radical change in your civil-service force where there is a radical change and demand for certification?

Mr. PROCTER. We do.

The CHAIRMAN. You do take cognizance of that?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. And make that a matter of official recommendation?

Mr. PROCTER. Yes, sir.

Mr. HEMENWAY. You say the janitors who perform no skilled work are not under the classified service. I had an occasion some time ago to call on the Commission in reference to the janitor of the public building at Evansville. He merely handles a broom and dusts, but I find that he is on the classified list. There is a man who is purely a laborer who has to pass an examination.

Mr. HARLOW. I can answer that by stating that if he is in the classified service it is by the Treasury Department reporting him as doing some other work than sweeping. Those called simply "janitors" who are mere sweepers are not properly in the classified service.

Mr. HEMENWAY. But the Treasury Department, which Department has charge of public buildings, furnishes you a list of those people in the Government employ that perform other than that class of labor, and then you classify them?

Mr. PROCTER. No; they classify them.

Mr. HEMENWAY. I want to ask the opinion of the Commission, if you desire to give it, as to whether or not placing janitors, messengers, etc., in the classified service tends to carry out the purpose of this law. Upon the other hand, doesn't it injure the real intent and purpose of the law by including that class of service?

Mr. HARLOW. You must understand that if they are doing the work you describe, that is simply an error in the Treasury Department sending their positions to us as "classified."

Mr. HEMENWAY. Here is a man who does nothing but handle a broom and a dust brush, and yet in order to get into the service must stand an educational test.

Mr. RICE. But if the Secretary of the Treasury says he does clerical work we must take his word for it.

Mr. PROCTER. I will say this: That continually the different Departments find they have made errors in reporting men as classified who are mere laborers, and they ask to correct those errors. That is done time after time, when they have made such mistakes in reporting places as classified which are not classified. The educational examination for janitors is insisted upon by the Treasury Department.

Mr. HEMENWAY. But my question is, What is the judgment of the Commission, if you desire to give it, of the putting of this class of employees, such as janitors, watchmen, etc., under the civil service?

Mr. HARLOW. A mere laborer is not intended to be in the classified service. It is registration that would naturally follow for these people.

Mr. HEMENWAY. You have been a postmaster. What do you think about placing in the civil service men under you as postmaster who would handle your money?

Mr. HARLOW. I have had considerable experience in that line, and the only man who ever embezzled from me was a personal appointment.

Mr. HEMENWAY. I ask you the question again: Would you personally prefer to have the men under you, who handled your money, in the civil service?

Mr. HARLOW. Yes; I would, so long as I may be able to dismiss them if they are improper persons. I believe, however, that Congress should relieve all officials of the Government from having men bonded to them. They should be bonded direct to the Government.

Mr. HEMENWAY. You think that the law should provide that these clerks must give bonds to the Government?

Mr. HARLOW. Yes; instead of to the postmasters.

Mr. HEMENWAY. And not hold the postmasters responsible?

Mr. HARLOW. That is my idea; like all other officers. The postmaster does not have any opportunity, nor does he have the chance, to handle the moneys for which he is responsible.

Mr. HEMENWAY. But under the present law he is responsible, but he is compelled to allow men whom he does not appoint, and who get there through the civil-service rules, to handle money, and yet be responsible for them.

Mr. HARLOW. But he bonds them to himself.

Mr. HEMENWAY. The law does not authorize him to require bond.

Mr. HARLOW. But they have done it right along, and it has almost become a common law.

Mr. HEMENWAY. As a matter of fact, if an employee in an office should decline to give the postmaster a bond, is there any law that would compel him to do so?

Mr. HARLOW. I would not have any hesitancy in removing a man who would refuse, and would report why I removed him.

Mr. HEMENWAY. You believe that would be ample cause for removal?

Mr. HARLOW. Yes, sir.

Mr. RICE. That has been done.

The CHAIRMAN. In the answer to my letter with reference to the suspensions & the applications to the civil-service rules since 1883, does that include any suspensions made by the heads of the Executive Departments?

Mr. PROCTER. I don't know that I understand you.

The CHAIRMAN. In 1893, at the incoming of Mr. Carr, the late postmaster, there was a suspension of the civil-service rules applicable to the money-order department. I want to know whether your exhibit to me includes the dates of those suspensions?

Mr. PROCTER. I suppose you mean "excepting" instead of "suspensions" from examinations? There are certain specific places excepted by order of the President.

The CHAIRMAN. Yes. Does that report cover that?

Mr. RICE. The head of the Department could not except.

Mr. PROCTER. The President is the only party who has the power to except.

The CHAIRMAN. In my letter I have asked you for the dates of suspensions of the order, and doubtless you have given that information to me. I know, for instance that in 1893 there was a suspension in the post-office at Philadelphia of the rules of the civil service requiring certification for places as to the money-order office. I don't know whether the exception was general throughout the country.

Mr. RICE. There never was but one suspension of the civil service rules. That was in the Railway Mail Service. What the Departments have done I do not know.

The CHAIRMAN. That is what I want to get at. By what authority of law does the Department suspend?

Mr. RICE. By no authority. The President alone has the power to make the slightest change in the civil service rules.

The CHAIRMAN. And the head of a Department has no such power, whatever?

Mr. RICE. No such power, whatever.

The CHAIRMAN. Are you cognizant of the fact that that power has ever been exercised?

Mr. RICE. If so, it is new to me.

Mr. HARLOW. It is new to me, also.

The CHAIRMAN. Do you know that it has been exercised?

Mr. PROCTER. I think you will find it was an exception from examinations, but my impression is that they were excepted before 1893.

Mr. LIVINGSTON. There are just two objections to the operation of your bureau. One is the way in which questions upon examinations are prepared, and the other is that the civil-service law is no good to keep a man or woman in office, but prevents their getting in. I want to give an illustration: How is it that a head of Department or postmaster can turn out or reduce a party in the civil service, as was done in a case in Atlanta the other day? There was the assistant postmaster under the civil service, and I saw a letter from yourself to him, stating he was covered by the civil service, and yet when the new postmaster came in he took his head square off, as the saying is. He appealed to you, and appealed to the President. I wrote a letter to the President, and the President very respectfully replied through his private secretary, "Your letter has been sent to the Commission." And you will take it up some day or other. These men can take civil-service clerks and turn them out and reduce them at pleasure and you can not help yourselves.

Mr. PROCTER. I would like to answer that. In the first place, in the Atlanta case the assistant postmaster is excepted from examination.

Mr. LIVINGSTON. You said he was under civil service.

Mr. PROCTER. He is; and we claim that any man who is under the civil service whether he be excepted or not, can not be removed for political reasons; but in removing a person from an excepted place, the appointing officer is not compelled to give any reason for the removal, because he can appoint without examination, and the President's order of July 27 referred only to persons who are in competitive places. The assistant postmaster at Atlanta, occupying an excepted place, and not being in a competitive place, was not protected by the President's order of July 27.

which said that reasons must be given for dismissals. We can show by statistics that the civil-service rules do protect. In the carrier service, notwithstanding there has been a change in the Administration, the removals last year for the whole of the United States amounted only to 1.06 per cent.

Mr. LIVINGSTON. That is in the carrier service?

Mr. PROCTER. Well, in the Railway-Mail Service it would be about the same. During the last Administration the removals in the departmental service in Washington did not amount to over 2 per cent in the classified service, while they amounted to 50 to 86 per cent in the unclassified service; that is, the service not under the civil-service rules. So that shows it did give a certain protection. But it did not give ample protection, and in order to give that ample protection, President McKinley, on July 27, issued the order that thereafter removals should not be made without giving reasons—

Mr. LIVINGSTON. Written charges?

Mr. PROCTER. Yes, sir.

Mr. LIVINGSTON. That is very incomplete. He should go one step further and say that the head of a Department who sees fit to dismiss a party under the civil service, under written charges, must give that clerk the right of appeal to the Board of Civil Service Commissioners. Would not that protect him?

Mr. PROCTER. Perhaps it would give a better protection; but the President believed, and the Commission believes, that that rule, properly enforced by the Departments, will give ample protection.

Mr. LIVINGSTON. How can it, without the right of appeal?

Mr. PROCTER. It shows in the carrier service. For instance, Postmaster-General Bissell's order was issued early in 1893, and in the carrier service, as I have said, removals have been decreased from 6 per cent down to 1.06 per cent. So the application of that rule in the carrier service has worked advantageously, and the application of that rule to all of the departments of service, in my opinion, will operate as equitably as it has in that carrier service.

Mr. LIVINGSTON. Take the Interior Department as an illustration: What right has the Secretary of the Interior or anybody under him to reduce a clerk from \$1,800 to \$900, who is under civil service, and then to put somebody else from \$900 to \$1,800? Isn't that a palpable violation of the civil-service rules?

Mr. PROCTER. Yes.

Mr. LIVINGSTON. And isn't that done?

Mr. PROCTER. I think it has been done in the Pension Office; yes, sir.

Mr. RICE. In every case where we know of such a thing we take it up with the head of the Department.

Mr. LIVINGSTON. One other question. If a clerk treated in that way should appeal to you what could you do for him?

Mr. RICE. We would take it up with the Department.

Mr. LIVINGSTON. Would not the State Department, or Interior Department, or Pension Office simply say, "It is none of your business. We will do as we please. Don't they do that, and don't they render nugatory the very powers the Civil Service Commission is supposed to be clothed with?"

Mr. PROCTER. That is only done to a small extent, when you take the service at large.

Mr. LIVINGSTON. I understand; but an example of that kind will demoralize the whole service.

Mr. PROCTER. The law says that these rules and any modifications of them which are made shall be carried out by the officers of the Government; that all officers shall aid in their enforcement. The law says if a man does not obey these rules he will be dismissed from office. Of course, if the heads of a Department disobey the rules, the Commission can only call attention to the facts.

Mr. LIVINGSTON. I am not speaking of this in a spirit of criticism, but there are cases coming up every day where heads of Departments are absolutely violating the civil-service law in that way.

Mr. MOODY. I understand that under some provision of law, although I can not find it in the civil-service law, there is authority to transfer sufficient clerical force to your Bureau, even in case Congress should fail to specifically appropriate for that, to continue your work. Am I right about that?

Mr. PROCTER. Yes, sir.

Mr. MOODY. Will you refer me to that provision in the law?

Mr. RICE. I think it is found in section 3.

Mr. MOODY. Is this the provision? (Reading.) "The Commission shall, at Washington, and in one or more places in each State and Territory where examinations are to take place, designate and select a suitable number of persons, not less than three, in the official service of the United States, residing in said State or Territory, after consulting the head of the Department or office in which such persons serve, to be

members of boards of examiners, and may at any time substitute any other person in said service living in said State or Territory in place of anyone so selected."

Mr. RICE. Yes, sir; these people are detailed to us as members of our central board or local boards of examiners.

Mr. MOODY. How does that permit a detail of persons serving in a mere clerical capacity in your office?

Mr. PROCTER. There is in our office practically no clerical work not directly connected with examinations.

Mr. MOODY. These persons whom you may designate are persons who must reside in said State or Territory where the examinations are to be conducted. Would that authorize you to select and designate persons for service in your Bureau at Washington?

Mr. RICE. I would like to say that the examination is in part conducted here in Washington. The marking of the examination papers is in part a conducting of the examination.

Mr. MOODY. You have here 62 persons in your force, with 46 details, making something over 100 persons in all. Those persons serve here in Washington?

Mr. PROCTER. Most of the time.

Mr. MOODY. They are not the persons referred to by this section.

Mr. PROCTER. There is another provision of law —

Mr. MOODY. You must have some clerical service outside of examiners.

Mr. RICE. You see our examination begins with the application.

Mr. PROCTER. The person must make his application. To get that application in completed form is part of the examination.

Mr. MOODY. Suppose the appropriation for clerical service in your department failed for lack of appropriation. Do you think, under the law as construed in practice in the Departments here, there could be detailed to your department a sufficient number of persons to do your work?

Mr. RICE. The work was so conducted for several years.

Mr. SERVEN. It was so conducted for eleven years.

Mr. MOODY. Have you any doubt that that would be the practice?

Mr. PROCTER. No.

Mr. MOODY. Now, is there any other law than the one which you have pointed out to me which would authorize such a detail?

Mr. PROCTER. I think there is.

Mr. MOODY. I do not find it in this.

Mr. SERVEN. There may be in the President's rulings.

Mr. MOODY. If there is any further and better authority, will you please send us that information?

Mr. PROCTER. Yes; I think there is a decision or ruling of the Attorney-General.

Mr. MOODY. Certain classes of officials may recover their salaries in the Court of Claims whether there is any appropriation distinctly for that purpose or not?

Mr. PROCTER. Yes.

Mr. MOODY. And have you ever considered carefully whether your Commission belongs to that class?

Mr. PROCTER. Yes, sir.

Mr. MOODY. And your determination of that rests upon some decisions of the Supreme Court?

Mr. PROCTER. Or other courts; yes, sir.

Mr. MOODY. Have you in mind the decisions you would rely upon in such an exigency?

Mr. PROCTER. No; but I remember —

Mr. MOODY. Will you communicate to us the decisions?

Mr. PROCTER. Yes, sir.

Mr. MOODY. We will be glad to have that. You replied to a question asked you by some member of the committee that you could prove that under the application of the civil-service rules to the Printing Office there has been a very distinct gain in efficiency and economy. That was your statement in substance. You said that you would like to have an opportunity to prove that. Have you submitted, in your replies to questions asked you by the committee, all the proof of that proposition which you desire?

Mr. PROCTER. No; we have not.

Mr. MOODY. Will you be good enough to do so? If you can not do it now will you not submit to-morrow, say, the detailed proof of that proposition, so that it may be a part of the record?

Mr. PROCTER. I doubt whether we can submit the detailed proof. If the committee will ask for the witnesses to come before the committee we might do so or we will get the witnesses to come before the Senate committee and show that.

Mr. MOODY. Then it was not anything within your control that you wanted to submit as proof, but you thought witnesses could be called?

Mr. PROCTER. We have the facts.

Mr. MOODY. Have you submitted all the facts within your control which would be of service, in the House or elsewhere, in proving that proposition?

Mr. PROCTER. No; we have not.

Mr. MOODY. If you will be good enough to make a memorandum of these requests I will be obliged to you. First, we want the authority which exists in law, outside of the civil-service act, for transfers or details to your office; second, the decisions of the Supreme Court which sustain the proposition that if nothing was appropriated for the salaries of the Commission they could recover the amount of their salaries in the Court of Claims.

Mr. RICE. I think that rests upon decisions of the Comptroller of the Treasury or Attorney-General, and he traces that back—

Mr. MOODY. Decisions of any kind; I do not care what they are.

Mr. PROCTER. Please state that once more.

Mr. MOODY. Any authority for the proposition that in case there was a failure of the appropriation for the salaries of the Commission and its secretary, that the respective officers would be entitled to recover their salaries in the Court of Claims; any authority by the Attorney-General or anyone else.

Mr. PROCTER. That is, that the Department could detail—

Mr. MOODY. No; that was another proposition. That the Commission could recover.

Mr. RICE. You mean the people named in the act as being a part of the actual Commission and its officers?

Mr. MOODY. Yes, sir.

The CHAIRMAN. In other words, was the law enacted to meet just such an emergency?

Mr. MOODY. Suppose, in any event, it turned out to be true that without a specific appropriation the work of the Bureau could not go on. What existing provisions of law are there under which any appointments to the public service now classified could be made, if any?

Mr. PROCTER. Well, under the existing provisions of law, appointments can not be made in any other way.

Mr. MOODY. So, if the effect of striking out an appropriation was in fact absolutely to cripple this Commission, would there be any way under existing laws by which vacancies in the public service could be filled?

Mr. PROCTER. None whatever.

Mr. MOODY. Now, I would like to ask you your opinion on this question. The salaries in the departments at Washington were fixed at the time when the tenure was very uncertain and very limited in point of time. The various members of the clerical service have been classified for a period which is reasonably permanent. In your opinion, when that tenure was increased to permanency, ought there not to have been, and ought there not to be now, a reduction in salaries to meet that aspect of the case? For instance, let me illustrate. We have had many instances here where people preferred to remain in the classified service and to perform a higher grade of duty, rather than to get a promotion which would expose them to political changes. Is it not true that if the classified service is to be continued in the departments at Washington a due regard for the economy that the Government ought to observe would require a general reduction of salaries?

Mr. PROCTER. I can answer that by calling attention to the fact that where the Postmaster-General has carried out the provisions for consolidating post-offices, he has found that the postmaster at the little office consolidated, on becoming classified, would be willing to take a reduced salary, and it was shown in Postmaster-General Wilson's report that in a number of offices brought into the service in that way, there was a saving of over \$300 a year, per year, at each office. It is undoubtedly true that the salaries were fixed because of the uncertain tenure, and because the people expected to remain only a few years. The Commission has brought that out in its last report where we show that in the unclassified service in Washington, since the passage of the law, there has been an increase of 37 per cent in the number of places, and 43 per cent in the compensation, while in the classified service there has been an absolute decrease in both salaries and number of positions. In other words, if the classified service in the District of Columbia had increased in the same proportion that the unclassified places have increased, it would cost the Government to-day over \$3,000,000 a year more than it does cost the Government.

Mr. MOODY. Then I understand that you assent to this view: That where clerks are put in the classified service and a salary was fixed at the time when their tenure was uncertain, that it is no more than justice to the Government that there should be some reduction in their compensation?

Mr. PROCTER. I think so, if the tenure can be made a reasonable assurance.

Mr. MOODY. Another proposition: Isn't one of the dangers which threatens the

civil service this: That there becomes a large body of men with permanent tenure, whose common interest may be to lessen their duties or increase their salaries! Isn't a system of organization growing up among the various clerks under the tenure of office under the civil service a danger which ought to be remedied?

Mr. PROCTER. A very curious fact was brought out by our investigation year before last. We found that more than double the number of people who came in through examination separated voluntarily from the service than people who came in by an extension of the rules. We found that the tendency of the bright young people coming in through examination is to serve the Government six or seven or eight years, and then leave, as they are able to do better elsewhere.

Mr. RICE. Our force is a remarkable example of what Mr. Procter has said. We lose continually the best men, because other people, outside the Government, pick them up.

Mr. MOODY. Something has been said by the chairman about the reinstatement of veterans, and your care and supervision over their rights in that respect. Let me put a specific case. The collector of the port of Boston removed five veterans upon the ground that they were inefficient. On the incoming of the present Administration a complaint was made by these persons who had been removed that they were unwarrantably removed. A special agent of the Treasury Department investigated their complaint, and without hearing the complainants at all reported to the Treasury Department that they were unwarrantably removed from the public service. Now that being the case, there being a vacancy to which those men are eligible for appointment or reinstatement, are you charged with any duty to see that those men are reinstated, the collector declining to reinstate them?

Mr. PROCTER. No, sir; the Commission has no authority to take the initiative. That rests with the Department.

Mr. MOODY. You have spoken of the increase of the examinations. Is there anything in the law which compels an examination to be in writing?

Mr. PROCTER. No; I think not. They are in competition, you know, and we must have them in writing in order to keep a record and rate them relatively.

Mr. MOODY. In private business, in employing a janitor or elevator conductor, or persons for that grade of work, we should be tempted to ask the applicant a few questions, and judge him by his appearance as well. Supposing the system of oral examination were applied to that grade of the civil service, and that grade alone, wouldn't that diminish your work very greatly?

Mr. PROCTER. I think you will find, on examining our form No. 394, that it meets your question.

Mr. SERVEN. It asks the same questions that you ask orally?

Mr. PROCTER. It asks the same questions, and we have a record of them.

Mr. LIVINGSTON. Will you please give to this committee your method of preparing your questions for examination in the departmental service?

The CHAIRMAN. You mean the Washington service?

Mr. LIVINGSTON. Yes. I do not mean the Railway Mail Service, or for positions such as telegraphers, or anything like that.

Mr. PROCTER. I understand, I think, what you want.

The CHAIRMAN. I see by your rules you divide your civil-service subordinate force into five classes. Am I right?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Post-Office, Treasury, and whatever it may be—five classes altogether. Can you give me specifically the number under each of those classes? Please send that to us.

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Do you desire to make any further statement?

Mr. HARLOW. I wish to state this: That of these details we have—these 46 clerks, with an aggregate salary of about \$50,000, a number of them who are merely addressing envelopes are getting high salaries because we could not find any other work that they were competent to do. I think that is of value, to show why we have a large detail there—why it is necessary to have 46 when 25 of proper qualifications could have done the work.

The CHAIRMAN. That might lead to a fairly sequent inquiry. Do you think, from your experience and standpoint, that it would be a wise proposition to make an examination of the inclusion into the civil-service establishment as to the fitness and qualifications for the respective places which they hold?

Mr. HARLOW. I wish to state, in line with this, that usually two-thirds of the people who compete in civil-service examinations make 70 per cent or more in their examination, and there is only one-third who fail; while in the examinations for promotion three-fourths fail—people who have come in by other methods.

The CHAIRMAN. Who have come in by inclusion?

Mr. HARLOW. Yes, sir; and our regulations have prevented them from being pro-

moted without examination. We expect, if our force is increased, to examine many more before they are promoted.

The CHAIRMAN. That answers my question, and that leads to another question. What control has the Commission, and what supervision does the Commission exercise, over demotion and promotion of the Departments located in Washington, as well as the civil service elsewhere, where the law operates?

Mr. HARLOW. The statute states in so many words that there must be examination for entrance into the civil service and promotion therein, and necessarily it is obligatory. I have not failed, since I have been on the Commission, to treat the matter of promotion as seriously as we do that of entrance. To that end, in the last rules, the revised rules, we have a method prescribed, and promotions amply cared for. In other words, we have recommended and have prepared an efficiency record, and we are, in a tentative way, advancing on that line, to care for that feature of the statute.

The CHAIRMAN. But you have never yet done it?

Mr. HARLOW. Only in a small way yet. We examined about twelve hundred for promotion last year.

Mr. RICE. And until that goes into effect the rules say that no promotion shall be made except upon a test of fitness not disapproved by the Commission.

The CHAIRMAN. Is that done?

Mr. RICE. We try to have it done.

The CHAIRMAN. But is it done?

Mr. HARLOW. It has been done in this way—

Mr. RICE. I ought not to express an opinion, because I might hold a different opinion from the other members of the Commission. There are many cases where it is not done. There are many cases where it is done.

The CHAIRMAN. Is not the number of cases where it is not done much larger than where it is done?

Mr. RICE. I think that is true.

The CHAIRMAN. You claimed last year that the statute gave you that supervision and right, but you have not yet exercised it. That is not done, as a matter of fact?

Mr. RICE. We make our recommendations to the Department. We call the attention of the head of the Department to the fact that that provision of the rule is not complied with—asking a test of fitness.

The CHAIRMAN. And that closes your relation with that Department after you have given them that notice?

Mr. RICE. The ultimate would be, properly speaking, getting no reply to our courteous letter.

The CHAIRMAN. You assume that what you have asked has been done?

Mr. RICE. No. We may take it to the President of the United States and say: "One of your subordinates, high in rank, it is true, refuses to comply with the rule." That is the ultimate; and that has been done sometimes.

The CHAIRMAN. Isn't the history of your office that promotions and demotions of the officers throughout the country, under the classified service rules have been made without regard to your Commission? Then take the custom-houses and the post-offices, they promote and demote. They have done that continually without regard to the civil-service rules. Take the Departments here, they promote and demote. Has your Commission had supervision? Has it been done with your approval or not? As a matter of fact, has it had that supervision?

Mr. RICE. We have attempted to have.

The CHAIRMAN. I am asking about a matter of fact. Your records must show.

Mr. RICE. I should say that as a rule the reasons for promotion are disclosed to us, and are satisfactory, since the order of President Cleveland requiring that report should be made.

The CHAIRMAN. It is not the order of President Cleveland. It is the statute.

Mr. RICE. But the statute said it should be done in a certain way, but did not establish the machinery, and until the present Commission took up the work there was no machinery.

Mr. PROCTER. Except in the New York custom-house.

Mr. RICE. But I mean generally. There was no machinery. There is now a simple machinery established, and the result of it is that until the Department promulgates some system itself no promotion can be made except on a test of fitness.

The CHAIRMAN. What are the dates from which you gentlemen have held office?

Mr. PROCTER. I have been in office since November, 1893.

Mr. RICE. I have been in office since May 6, 1895.

Mr. HARLOW. And my term of office has been from May 25, 1895.

The CHAIRMAN. Throughout this bill which we are now considering there are perhaps 200 recommendations for increased compensation, or more than that, where they ask for a change from class 3 to class 4, for an elevation to class 4, for an

elevation from class 2 to class 3, for an elevation from class 1 to class 2, or for an elevation from a \$1,000 clerkship to class 1, and so on, running through our great bill. We have to meet that proposition. You have no supervision over that promotion and elevating of that clerk, have you?

Mr. PROCTER. No; that is the Department's.

The CHAIRMAN. And they do that independent of the Commission?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. At the commencement of the fiscal year the postmaster of Philadelphia is asked to submit a roster of his subordinate force, with the increase necessary for the conduct of the business for the next fiscal year, together with such promotions in the sense of increased compensation for subordinate force as he deems necessary. You have no supervision over that?

Mr. PROCTER. No.

The CHAIRMAN. You have stated that the inclusion of this subordinate force, such as watchmen and trained mechanics—what do you call them—technical?

Mr. PROCTER. Skilled laborer.

The CHAIRMAN. That this had been done not at your suggestion, not at the President's suggestion, but at the petitions of trades unions and leagues and organizations.

Mr. PROCTER. And the trades people in the service.

The CHAIRMAN. Yes; while I have the highest respect for the right of petition on the part of the people, yet there must be, in that which was submitted to you, a very qualified submission of petition, when you come to the fact, from the vast body of organized labor that would come under that provision. There is no doubt in my mind that petitions could flood Congress, even for the abolishment of Congress itself, and for a change of almost any kind. It is the extent to which you yield to that petition that influences you in making this change. To what extent that petition influenced you, of course you only know. I merely want that statement to go on record, that while I respect the right of petition, I think that in this country you could get a petition to do anything whatever, even to the extent of abolishing Congress. Of course you doubtless weighed the power and force of that petition. That you did weigh it is shown by the fact that you have included these persons in the civil service.

Mr. HEMENWAY. You can go all through the central States and you will find the people who have been standing by the civil-service law are now opposed to it because of the inclusion of all these laborers, watchmen, messengers, etc., in the classified service.

The CHAIRMAN. You are familiar with the debate of 1883, in connection with the establishment of the Civil Service Commission, and the field of operations that it proposed to cover?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Do you know anything in that debate that presupposes that this kind of labor—watchmen, janitors, and messengers—should be included? Was there anything in that debate that went to that extent?

Mr. PROCTER. I think, Mr. Chairman, in studying that debate, that it was the intention of Congress to limit the classification only to the positions named.

The CHAIRMAN. Named in the statute?

Mr. PROCTER. Yes, sir; it was shown, both by the message of President Arthur calling attention to the proposed bill, and by the debates in Congress, that they expected that from time to time the classification which Congress originally made should be extended to the service of the United States, except to offices which were filled by appointment by the President and confirmed by the Senate, and to mere laborers.

The CHAIRMAN. Do you think that debate showed that?

Mr. PROCTER. Yes, sir.

The CHAIRMAN. Do you find the "watchman," and similar words?

Mr. PROCTER. Not the word "watchman," but they have used the words "mere laborers," and it is for the Department to decide, I think, whether a watchman or messenger does clerical work or work which would be considered other than the work of a mere laborer, and not for the Commission to decide that.

The CHAIRMAN. As a matter of fact, that law ran ten or twelve years before this inclusion was made.

Mr. PROCTER. Not so long as that, because the first inclusion of President Harrison, outside of Washington, was in 1890 or 1891.

The CHAIRMAN. What did that include?

Mr. PROCTER. That included the Bureau of Printing and Engraving and all the skilled laborers in the Indian Service.

The CHAIRMAN. That was the headquarters of the central government that was here. But I want to get at the service outside of the Departments of Washington. Outside of Washington there was no inclusion?

What I want to get from the Commission is that there is nothing in that debate that presupposes the operations of the civil-service law having been under consideration so that any but the clerical service would be placed in this civil service. The purpose was to make that efficient, not only in the Departments here at headquarters, but throughout the service wherever clerical service was used. It included in its words the Post-Office Department, "carriers and clerks," and the same way with customs. That is the point I wanted to disclose. My reading of the debate is to the effect that at the time of the passage of the law the extension of the civil service as it is in 1897 was never contemplated, and the debate, I think, discloses the fact that it was not so contemplated. It may be that the words were used loosely in debate, but I mean the general intent and purpose of the legislation was the inclusion of the clerical subordinate force of the Government to make it more efficient and elevate it, and to make its tenure a fixed tenure, and to divest it of political or personal pressure.

Mr. PROCTER. That same argument would be applicable with double force to the messenger and watchman force at Washington, because that was not included until, I think, 1895, and it was shown conclusively that there was continued increase in the number and appropriations for watchmen and messengers in Washington.

The CHAIRMAN. I can see the force of your argument. In other words, the appointing power, the Department power at the head, put men on as watchmen and messengers and made them do clerical work?

Mr. PROCTER. Exactly. There were ladies put on as messengers who never did anything but clerical work.

The CHAIRMAN. And there was an abuse of what was called inclusion?

Mr. PROCTER. Yes, sir; that is it. And they were continually asking for additional messengers and watchmen, and for additional appropriations for this.

Mr. SERVEN. I think your attention ought to be called to the fact that the Commission has not recommended an increase of force with high salaries, but rather has asked for low-priced positions, the average salary for the increase being about \$1,000.

Mr. PROCTER. Our practice is to appoint at \$840. We believe it is better to take young men, and then there is a chance for promotion.

Thereupon, at 1.45 o'clock p. m., the committee adjourned.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., December 10, 1897.

Mr. HENRY H. BINGHAM,
*Chairman Subcommittee on Appropriations, in charge, etc.,
House of Representatives, Washington, D. C.*

SIR: In accordance with the verbal request of your committee yesterday, I have the honor to forward herewith the following:

1. Authority for the detail of examiners to the Commission to assist in promoting the examining work.
2. Right of the Commissioners, chief examiner, secretary, stenographer, and messenger to recover salaries in case of failure of appropriation therefor for any particular fiscal year.
3. Method to be pursued in making appointments so long as the act of 1883 remains unmodified and unrepealed.
4. Table showing the number of persons in each of the five branches of the classified civil service.
5. Statement and table showing the inclusion of skilled laborers at Washington and elsewhere under the Administrations of President Arthur, President Cleveland (first term), and President Harrison. The skilled laborers included under President Harrison were all outside the District of Columbia, except the machinists in the United States Fish Commission and those employed in the Records of Rebellion office, who were classified by the sundry civil act of March 3, 1893. Said statement answers the request to show what, if any, skilled laborers of any kind, and messengers or watchmen and similar positions, were classified outside of Washington prior to March 4, 1893.
6. Table showing the names, the annual compensation, and date of beginning of detail of such detailed clerks as are now serving in the office of the Commission.
7. Table showing the names, rate of annual compensation from beginning of detail, and length of service of all detailed employees who have served with the Commission since the increase in appropriation in 1894, but who have been returned to the Departments.
8. Statement showing the practice followed by the Commission in preparing its examinations, demonstrating to what extent the Departments fix the scope and character of the questions, with a list of the different kinds of examinations which have been held during the present year, and copies (on file with the committee) of the questions used in each of these examinations.

9. A brief of the principal examinations, arranged alphabetically, which will exhibit the subjects, scope, and relative weights of each of these examinations.

10. A statement showing the number of employees in the Government Printing Office brought into the classified service without examination, with relative statement as to the time of their appointment to that service, and the number of separations from the date of classification (August 1, 1895) to the end of Mr. Benedict's term as Public Printer (April 1, 1897). Also a statement, from the reports of the Public Printer, showing the net gain in amount of work performed and saving in expense obtained from the classification of the Government Printing Office, by a comparison of the last complete fiscal year prior to the order of classification and the first complete fiscal year after the order of classification.

11. A table showing the number of appointments in the Government Printing Office during the first six months after its classification, and the total number appointed from the Commission's examinations to that office from its classification to December 1, 1897.

12. A table showing, for the fifty-three largest post-offices, the number examined, passed, failed, and per cent of failures during the fiscal year ended June 30, 1897.

13. Table showing, for the fifty-three largest post-offices, the number of appointments and reinstatements during the years ended June 30, 1894, 1895, 1896, and 1897.

14. Table showing the number of substitute and regular carriers at each of the fifty-three largest post-offices.

15. Table showing, for all branches of the classified service, the number examined, passed, failed, per cent of failures, number appointed, and per cent of appointments since the passage of the civil-service act.

16. Statement showing the information contained in the records of the Commission concerning the transactions in the Philadelphia post-office, referred to by the chairman of the subcommittee on appropriations as a suspension of the civil-service rules at the Philadelphia post-office in 1893.

The information furnished was very hastily prepared, and is therefore subject to any necessary correction, but is believed to be substantially correct.

Very respectfully,

JOHN R. PROCTER, *President.*

REPLIES TO REQUESTS OF HOUSE SUBCOMMITTEE ON APPROPRIATIONS.

Authority for details.—Section 3 of the act of January 16, 1883, provides in part as follows:

"The Commission shall, at Washington, and in one or more places in each State and Territory where examinations are to take place, designate and select a suitable number of persons, not less than three, in the official service of the United States, residing in said State or Territory, after consulting the head of the Department or office in which such persons serve, to be members of boards of examiners."

The authority here given is express and distinct. The language is clear and unambiguous, and at the same time broad and sweeping. This provision not only authorizes the detail of a suitable number of persons serving in the different Departments and offices to aid the Commission in its work, namely, carrying out the system of examinations provided by the act, but is even mandatory upon the heads of Departments and offices.

The broad language "persons in the official service" indicates the intent to allow the Commission to select suitable details from any class of officers or employees, provided their duty with the Commission has to do with carrying out the plan of appointments by examination, and the principal part of the Commission's work is of this sort.

Particular attention is directed to the words "at Washington" in the first part of the provision just quoted. These words and their position clearly contemplate primarily the detail of persons to the Commission's office here at Washington, and the language which follows provides for such detail at other places as well.

Other parts of the act of 1883 point to and bear out this interpretation. The act provides for three Commissioners, a chief examiner, a secretary, a stenographer, and a messenger, and then follows the provision for the Commission's force of examiners, namely, the one above quoted authorizing and directing details from the Departments. The language "through its members and examiners" in clause 3 of section 2, and "said Commissioner, examiner, copyist, or messenger" in section 5, clearly contemplate the detailed persons provided for by section 3, inasmuch as that provision is the only authority for the employment of examiners and copyists by the Commission.

The act of 1883 contains the only specific authority for the detail of persons to the Commission. It would seem clear, however, from a consideration of the purposes of the act, that its provision for so detailing persons from the Departments is based upon the principle that the Commission's work under the law is practically work for the different Departments and offices—that is, aiding them in complying

with the provisions of the act in the matter of appointments, etc.—and that consequently persons detailed to the Commission are in reality working for their respective Departments. On this principle the detail of a person to the Commission is practically a detail inside his Department, which, of course, is authorized by the general terms of section 166, Revised Statutes, as follows:

"Each head of a Department may, from time to time, alter the distribution among the various bureaus and offices of his Department of the clerks and other employees allowed by law, * * * but all details hereunder shall be made by written order of the head of the Department."

Then, too, section 4 of the appropriation act of August 5, 1882, provides, in part, as follows:

"And thereafter all details of civil officers, clerks, or other subordinate employees from places outside of the District of Columbia for duty within the District of Columbia, except temporary details for duty connected with their respective offices, be, and are hereby, prohibited."

This section is authority by clear implication for details which are not made from outside of the District of Columbia to duty within the District of Columbia.

It need only be said further on this point that the authority and direction of section 3 of the act of 1883 has never been questioned by anyone, and hence no decisions in the matter can be cited; and that for eleven years the principal part of the Commission's work had to be and was performed under the authority of this provision as it now stands.

Right of Commissioners, chief examiner, secretary, stenographer, and messenger to recover salaries in case of failure of appropriation therefor for any particular fiscal year.—Section 1 of the act of January 15, 1883, reads as follows:

"The President is authorized to appoint, by and with the advice and consent of the Senate, three persons, not more than two of whom shall be adherents of the same party, as Civil Service Commissioners, and said three Commissioners shall constitute the United States Civil Service Commission. Said Commissioners shall hold no other official place under the United States.

"The President may remove any Commissioner, and any vacancy in the position of Commissioner shall be so filled by the President, by and with the advice and consent of the Senate, as to conform to said conditions for the first selection of Commissioners.

"The Commissioners shall each receive a salary of \$3,500 a year. And each of said Commissioners shall be paid his necessary traveling expenses incurred in the discharge of his duty as a Commissioner."

Section 3 of the same act provides:

"Said Commission is authorized to employ a chief examiner, a part of whose duty it shall be, under its direction, to act with the examining boards so far as practicable, whether at Washington or elsewhere, and to secure accuracy, uniformity, and justice in all their proceedings, which shall be at all times open to him. The chief examiner shall be entitled to receive a salary at the rate of \$3,000 a year, and he shall be paid his necessary traveling expenses incurred in the discharge of his duty. The Commission shall have a secretary, to be appointed by the President, who shall receive a salary of \$1,600 per annum. It may, when necessary, employ a stenographer and a messenger, who shall be paid when employed, the former at the rate of \$1,600 a year and the latter at the rate of \$600 a year."

From these provisions it is seen that the offices of Commissioner, chief examiner, secretary, stenographer, and the position of messenger are expressly created by a permanent and continuing statute, and that the salary attached to each office or position is definitely and expressly fixed by such statute without modification as to time.

That an officer holding an office created by a permanent statute, at a definite salary fixed also by a permanent statute, is entitled to recover the full amount of such salary, notwithstanding a failure of appropriation therefor for any particular fiscal year, has become a plain proposition, now generally accepted without contention. In support of this proposition, however, the following decisions by the Court of Claims and the Supreme Court of the United States are cited:

In the case of *Campagna v. United States* (26 Court of Claims, 383 (?)) the principle was laid down that an appropriation, per se, is nothing more than the legislative authorization prescribed by the Constitution that money be paid out of the Treasury.

In *Beaman v. United States* (19 Court of Claims, p. 5) the court by a clear implication held that where the office is created by a continuing statute, at a fixed salary, and the person was duly appointed thereto and performed the duties, he was entitled to the salary fixed by the continuing statute, without regard to the appropriations made for each fiscal year.

Langston v. United States (21 Court of Claims, 10) is a leading case on this subject, and the decision therein was affirmed by the Supreme Court of the United States (118 U. S., 389). In this case an office had been created and a salary specifically fixed twenty years previous. For some years Congress in its annual appropriation

acts appropriated the same annual salary fixed by the statute creating the office. Later and for some years thereafter they failed to appropriate the full amount, and the plaintiff brought suit to recover the full amount. The lower court in rendering its decision, said:

"Public officers, in accepting their positions, have a right to rely upon the salary fixed by permanent general laws, and are not to be cut off by insufficient annual appropriations, unless accompanied by a repeal of the permanent law."

In the upper court the court held, Justice Harlan giving the opinion:

"A statute fixing the annual salary of a public officer at a named sum, without limitation as to time, should not be deemed abrogated or suspended by subsequent enactments which merely appropriated a less amount for the services of that officer for particular fiscal years, and which contain no words that expressly or by clearest implication modified or repealed the previous law."

It seems that the case of an entire failure of appropriation has never been expressly passed upon, but the cases here cited are even stronger than such a case could be; and a reading of the language of these decisions, as here quoted, with the language of the act creating these positions and fixing the salaries, also above quoted, irresistibly forces the conclusion that in case of failure of appropriation for any particular fiscal year for the salaries of the officers or employees of the Commission named in the statute those officers or employees would be clearly entitled to recover, in the Court of Claims, judgment for the full amounts of their salaries.

Method to be pursued in making appointments so long as the act of 1883 remains unrepealed.—The second paragraph of clause second, section 2, of the act of January 16, 1883, provides:

"That all the officers, places, and employments so arranged or to be arranged in classes shall be filled by selections, according to grade from among those graded highest as the results of such competitive examinations."

Section 7 of the same act provides in part:

"After the expiration of six months from the passage of this act no officer or clerk shall be appointed, and no person shall be employed to enter or to be promoted in either of the said classes now existing, or that may be arranged hereunder pursuant to said rules, until he has passed an examination or is shown to be specially exempted from such examination in conformity herewith."

The language of these provisions of the act are mandatory and without qualification, and until they are repealed no appointments or employments in the classified service can be legally made except in pursuance therewith, and it is not seen how the accounting officers of the Treasury Department could allow payment of salary to a person appointed otherwise than in conformity with the provisions of the civil-service act.

If, through failure of an express appropriation for the Commission, the provisions and authority of law, or the absence of them, were such that the Commission would be absolutely unable to supply any eligibles, or do the other business required of it by the terms of the act of 1883, then, of course, upon the broad grounds of public policy and the principle that the business of the Departments must go on, the head of a Department would doubtless be sustained in filling vacancies in his Department in the only manner left to him. But this is very far from being the case. There is ample provision and authority of law for the Commission to continue to do its work in the matter of supplying eligibles for appointment, regardless of the failure of an annual appropriation. It has just been conclusively shown that the officers and employees provided for in the act of 1883 would be entitled to the payment of their salaries, notwithstanding the failure of an annual appropriation.

As for the main force of the Commission—that is, the persons required to do the work in connection with carrying out the plan of examinations prescribed by the statute—it has been pointed out that the authority of the Commission to do this work by the employment of details from the Departments and the direction to the Departments to make such details to the Commission are clear, definite, and mandatory. Should there be a failure of an annual appropriation for the Commission, therefore, its officers, employees, and force of examiners would still be provided for by the act of 1883 itself, and the Commission's work would continue to be performed, the Commission could continue to offer eligibles to the Departments upon the occurrence of vacancies, and hence appointments and employments in the classified service made otherwise than through the certifications of the Civil Service Commission would be absolutely illegal and of no effect.

If it were necessary, the Commission would have even still another resource by which the requirements of the civil-service act could be carried out and appointments have to be made in pursuance of its provisions. The period of eligibility of the persons on the Commission's registers could be extended, and, wherever necessary, even expired eligibility could be revived.

It is thus seen that under the provisions and authority of law the resources of the Commission to carry out the provisions of the law and furnish eligibles for vacancies, even in the absence of an annual appropriation, are more than ample, and, therefore, that appointments and employments in the classified service, to be

legal and of effect, would have to be made through the certifications of the Civil Service Commission, notwithstanding the fact of no appropriation for the Commission.

The following table shows the total number of persons employed in the five branches of the service, the number classified and subject to examination, the number of places excepted from examination, and the aggregate compensation of employees:

Branch of service.	Aggregate.	Classified.	Excepted.	Compensation.
Departmental.....	62,669	50,263	108	\$42,783,877.04
Post-office.....	104,811	26,316	592	38,665,025.10
Government printing.....	2,852	2,816	2,509,830.97
Custom-house.....	5,103	4,545	81	6,333,027.36
Internal revenue.....	3,282	3,168	3,298,266.81
Total service.....	178,717	87,108	781	99,589,827.28

NOTE.—An excepted place is a classified place, but is exempt from the requirement of examination.

LIMITS OF THE CLASSIFIED SERVICE AS FIXED BY LAW.

The classification of the civil service is based upon the authority granted in section 1753, Revised Statutes, and in the act of January 16, 1883.

Section 1753, Revised Statutes, is as follows:

"The President is authorized to prescribe such regulations for the admission of persons into the civil service of the United States as may best promote the efficiency thereof, and ascertain the fitness of each candidate in respect to age, health, character, knowledge, and ability for the branch of service into which he seeks to enter; and for this purpose he may employ suitable persons to conduct such inquiries, and may prescribe their duties, and establish regulations for the conduct of persons who may receive appointments in the civil service."

It will be noticed that by this section the President is authorized to prescribe regulations for the admission of persons into the civil service of the United States, there being no restrictions as to the class of places to be embraced in such regulations, whether clerical positions or positions of a more subordinate character. There can be no doubt that the President may, under this authority, classify and provide examinations for positions below the grade of clerk if he elects to do so.

Clause 3 of section 6 of the act of January 16, 1883, requires the heads of Departments, on the direction of the President, to classify "subordinate places, clerks, and officers." These three titles used in the law plainly show that positions of a lower grade than clerk may be required to be classified.

Section 7 of the same act makes the classification and examinations mandatory for all positions except as to officers not in the executive branch, mere laborers, and Presidential appointees, but in reference to these three classes it seems to be permissive instead of mandatory. Their classification is not prohibited, nor yet is it required, but the language used plainly permits it. Hence it will be seen that both section 1753 and the act of January 16, 1883, authorize the classification and examination of applicants for positions below the grade of clerk. The acts do not conflict, nor does the latter repeal the former in this respect, but both harmonize in granting the President ample authority to classify the entire executive civil service of the United States under the limitations contained in the acts.

In the exercise of this authority the President has ordered the classification of positions, with some exceptions, between those known as Presidential places and those of mere laborers. The line of distinction between classified and Presidential positions is well defined, but the line between subordinate classified positions and unclassified labor positions is ill defined and variable, depending largely on the interpretation of the statute and rules by heads of Departments. In the civil-service act the lowest positions the classification of which may be required are described by the title "subordinate places," while the positions exempted from the requirement of classification are described by the phrase "any person merely employed as a laborer or workman." Between these two classes of positions is the separating line of the classified and unclassified service. It is evident, as stated above, that the "subordinate places" are below the grade of clerk, and that the places exempted from classification are only those requiring little or no intelligence but mere physical or manual labor. Each head of a Department is required to draw the distinction for himself.

In further evidence that the civil-service act contemplated the classifying of subordinate places below the grade of clerk, attention is called to the fact that section 6 of the act requires the Secretary of the Treasury to "arrange in classes the several clerks and persons employed" in custom-houses. In the same paragraph occur the terms "clerks, agents, or persons employed." In the second paragraph of the same section the Postmaster-General is required to "arrange in classes the several clerks and persons employed or in the public service, at each post-office," etc. The third paragraph of the same section, as previously stated, directs the classification

of "*subordinate places*, clerks, and officers in the public service." These phrases show beyond question that the act was intended to include places below the grade of clerk. In no case are clerks mentioned alone, but they are always coupled with terms or phrases having reference to subordinate positions.

This view was held by all of the Presidents who have held office since the civil-service act was passed, and every President has classified subordinate places. The very first classification under President Arthur includes a carpenter, 2 plate printers, 10 engravers, 1 apprentice, and 1 engineer, in all 16 subordinate positions. President Cleveland, during his first term, classified elevator conductors, skilled laborers, printers' assistants, and many other subordinate places. President Harrison classified car messengers, machinists, porters, pilers, stampers, messengers, matrons in the Indian Service, packers, label printers, forwarders, and proof readers. All of these places and many more, classified by the different Presidents, are below the grade of clerk, and amply justify the assertion that the three Presidents who have served since the civil-service act was passed understood the act to embrace within its provisions subordinate places in the public service.

It can not be doubted that section 1753 gives the President ample authority to prescribe regulations to govern the examination and appointment of all employees in the Government Printing Office, or in any other executive office or branch of the service. Section 7 of the act known as the civil-service act states that nothing in that act shall "take from the President any authority not inconsistent with this act conferred by the seventeen hundred and fifty-third section of said statutes." Hence the authority of the President under section 1753, Revised Statutes, is confirmed by the civil-service act itself, and the two acts together place the President's authority in the matter beyond doubt.

Places below the clerical grade classified prior to March 4, 1893.

UNDER PRESIDENT ARTHUR.

(See page 489 et seq., Fourth Report.)

Complete returns were not made by the Departments. The Navy Department reported as classified the following subordinate positions:

Carpenter	1
Plate printers	2
Engravers	10
Apprentice	1
Instrument maker	1
The Department of Justice included—	
Engineer	1
	<hr/> 16

UNDER PRESIDENT CLEVELAND—FIRST TERM.

(Revisions of departmental classifications June 29, 1888.)

Elevator conductor	1	Binders	6
Skilled laborers	109	Operatives	230
Money-order assorters	25	Skilled helpers	87
Engineers	9	Printers' assistants	218
Firemen	12	Electrotypist and photographer	1
Compositor and pressman	1	Helpers	4
Pressmen	8	Plate printers	4
Feeders	8	Skilled artisans	4
Separators	8	Forage master	1
Paper counters	25	Warehousemen	3
Paper cutter	1	Shipper	1
Mail messenger	1	Chief mechanic	1
Provers	2	Assistant engineers	4
Plate cleaners	3	Foreman of laborers	1
Hardener	1	Engravers or transferrers	15
Oil burner	1	Model attendants	15
Plumber	1		<hr/> 820
Carpenters	3		
Machinists	8		

UNDER PRESIDENT HARRISON.

In United States Fish Commission, May 5, 1892:¹

Superintendent of messenger service	1
Fish culturists	21
Machinists	9
Car captains	3
Car messengers	11

¹ All outside except machinists.

of Rebellion Office, classified by sundry civil act of March 3, 1893:

Readers.....	8
Order.....	1
Printer.....	1
Stenographers.....	5

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the above except machinists and the employees of the Records of Rebellion employed outside of the District of Columbia.

Delivery post-offices, classified January 5, 1893, porters, pilers, messengers, messengers (number unknown), all outside of the District of Columbia.

Indian Service, classified April 13, 1891: Matrons, 93. In the Weather Bureau, classified January 5, 1893, an unknown number of "assistant observers," all of the skilled laborer grade, all outside of the District of

Details at present serving on the Commission, December 1, 1897.

Name.	Salary.	Date of detail.
Department:		
Albert.....	\$1,000.00	Aug. 25, 1897
Mr. H.....	α 3.00	Sept. 14, 1897
Miss R. A.....	1,200.00	May 28, 1897
Mrs. J. R.....	620.00	Oct. 14, 1897
mond, Miss E. S.....	840.00	Mar. 1, 1897
Miss M. J.....	α 1.25	Oct. 28, 1897
Miss Laura H.....	700.00	Mar. 1, 1897
Mr. R.....	1,200.00	July 14, 1896
Mr. R.....	1,400.00	July 6, 1897
Mr. A. J.....	1,600.00	July 19, 1897
Miss C. M.....	700.00	Apr. 20, 1897
Mr. J. C.....	1,400.00	June 14, 1897
Joseph W.....	1,800.00	Aug. 31, 1897
Mrs. L. B.....	390.00	Nov. 26, 1897
Mr. O. D.....	1,200.00	Sept. 22, 1896
Mr. D.....	900.00	Oct. 15, 1897
Miss A. E.....	840.00	Mar. 1, 1897
Mr. H.....	1,200.00	Sept. 9, 1897
Department:		
Mr. W. W.....	1,000.00	July 7, 1897
Miss O. L.....	1,200.00	Sept. 22, 1897
Mr. E.....	1,800.00	July 13, 1897
Mr. S.....	1,200.00	June 20, 1896
Mr. S.....	1,400.00	July 1, 1897
Mr. D. H.....	900.00	Mar. 1, 1897
Mr. C.....	1,200.00	Aug. 18, 1897
Mr. M. F.....	1,400.00	Sept. 1, 1897
Mr. B.....	1,200.00	Oct. 7, 1897
Mr. W. E.....	1,300.00	July 1, 1897
Mr. C. E.....	1,200.00	Do.
Miss E. K.....	600.00	Aug. 1, 1897
Mr. A.....	1,200.00	Sept. 14, 1896
Mr. T.....	900.00	Mar. 3, 1897
Mr. E.....	1,400.00	July 1, 1897
Department:		
Mr. A.....	1,200.00	Mar. 16, 1897
Miss A. D.....	840.00	Sept. 14, 1896
Mr. A.....	1,200.00	June 28, 1897
Miss V.....	1,200.00	Sept. —, 1896
Department:		
Mr. E. A.....	800.00	July 13, 1897
Mr. S.....	800.00	July 24, 1897
Mr. C.....	800.00	July 9, 1897
Mr. T.....	800.00	Aug. 18, 1897
Department:		
Mr. A.....	1,200.00	July 6, 1897
Printing Office:		
Mr. M.....	α 4.24	Apr. 15, 1897
Mr. J. G.....	α 4.24	Do.
Miss A. A.....	α 2.50	Nov. 24, 1897
Miss F. T.....	α 2.50	Sept. 7, 1897
Mrs. C. L.....	α 2.50	Aug. 3, 1897
Miss Mary.....	α 2.50	Aug. 5, 1897

α Per day.

salaries, \$50,000, approximated on account of the per diem compensation received by employees.

Table showing the names, military and length of service, and Department from which detailed, of all persons who have been assigned to duty with the Civil Service Commission since July 1, 1896, and who are not now serving with it.

Name.	Department.	Salary.	Date of detail.	Length of service rendered, in months.
P. A. Todd, Jr.	Agriculture	\$1,400.00	May 13, 1896	13
P. L. Graham	do	1,200.00	June 9, 1897	1
Mary R. Schmitt	do	p. 4, 1.75	Mar. 23, 1897	1
Josephine J. Brown	do	p. m. 21.00	do	1
Allen C. Koonen	do	p. m. 21.00	do	1
Frances Smith	do	p. m. 21.00	do	1
Mrs. W. P. Ballard	do	p. m. 21.00	Mar. 12, 1897	1
Mrs. R. P. Clark	do	p. m. 21.00	do	1
Mrs. Fannie McKenney	Interior	900.00	Sept. 14, 1896	1
Geo. H. Sperry	do	1,000.00	Sept. 15, 1896	1
Frederic R. Hopkins	do	900.00	Oct. 16, 1896	1
Dr. C. Hudson	do	1,200.00	Nov. 19, 1896	4
R. F. Hall	do	1,000.00	Mar. 9, 1897	1
W. W. Pierce	do	2,000.00	Mar. 16, 1897	1
Dr. M. McPherson	do	1,500.00	do	1
Geo. T. Hanson	do	1,000.00	do	5
Miss A. J. Grinnett	do	1,350.00	July 1, 1897	1
Stephen Wendell	do	900.00	Aug. 17, 1897	1
Samuel E. Foster	do	1,000.00	Sept. 18, 1897	1
Irvine Drayton	do	1,000.00	Apr. 6, 1897	2
Mrs. A. H. Wendell	do	1,200.00	Feb. 27, 1897	1
Mary V. Kane	do	600.00	May 10, 1897	5
Dr. W. Keck	Treasury	1,000.00	Sept. 14, 1896	2
Wm. F. De Knight	do	900.00	Sept. 17, 1896	3
W. E. Lynch	do	900.00	Dec. 1, 1896	3
Thos. M. Robertson	do	1,000.00	Dec. 2, 1896	1
R. L. Crane	do	1,000.00	Dec. 5, 1896	1
W. C. Edridge	do	1,000.00	June 4, 1897	1
W. E. Carr	do	1,400.00	June 18, 1897	2
C. H. Mittinger	do	1,000.00	Aug. 20, 1897	1
R. A. Badrick	do	900.00	Sept. 1, 1897	1
A. D. Wilcox	War	1,400.00	Nov. 16, 1896	1
J. B. Rewin	do	(1)	Mar. 16, 1897	1
Mrs. A. E. Byers	do	900.00	Mar. 20, 1897	1
Mrs. H. J. Paulding	do	900.00	do	1
Honora Volk	Treasury	1,200.00	Aug. 20, 1897	1
Chas. A. Ray	do	1,000.00	Feb. 24, 1897	4
J. M. Harrison	do	1,000.00	do	1
J. A. White	do	900.00	do	1
Chas. A. Ray	do	1,000.00	Aug. 20, 1897	1
W. M. Parks	do	1,000.00	do	1
Mrs. M. L. Stevenson	do	900.00	do	1
Mrs. E. A. Graham	do	900.00	Aug. 24, 1897	1
Mrs. L. Elliott	do	390.00	Aug. 27, 1897	1
A. H. Nickerson	do	1,200.00	June 24, 1897	4
Mrs. F. I. Matthews	do	720.00	Apr. 9, 1897	1
Dr. Will C. Sprague	do	1,200.00	Apr. 26, 1897	2
Wm. H. Scholz	do	1,200.00	May 14, 1897	1
Mollie A. Bartlett	do	1,400.00	June 1, 1897	1
M. M. Atkins	Post-Office	1,000.00	Mar. 1, 1897	1
R. A. Compton	Railway - Mail Service.	800.00	July 13, 1897	4

MANNER OF PREPARING EXAMINATION QUESTIONS.

In response to your request for a statement of the practice followed by the Commission in preparing its examination questions and determining their character and scope, with samples of the questions used in the examinations, you are respectfully advised as follows:

In order that the examinations may comply with the law as embracing "those matters which will fairly test the relative capacity and fitness of persons examined to discharge the duties of the service into which they seek to be appointed" whenever an examination is to be prepared the Department is requested to advise the Commission as to the exact character of the duties to be performed in each position for which the examination is held and the Department's opinion of the proper scope of the examination. For most of the special examinations each Department is accustomed to designate some expert with authority to represent it in fixing the scope as well as the exact character of the technical questions.

Sometimes instead of selecting a representative the Department will advise the Commission as to the character of the duties to be performed with a statement that it will be satisfied with the judgment of the Commission as to the proper scope of the questions. For some time past a very cordial cooperation has existed between the Departments and the Commission in this part of the work. It must be admitted that the officers having supervision of the positions to be filled should be considered as thoroughly familiar with the needs and requirements of their respective services, and therefore the Commission has at all times freely consulted their views. The Commission holds that under the act of January 16, 1883, its duty in regard to eligibles for appointment is to furnish the names of those who have the particular qualifications specified by the Departments. After the general scope and character of any particular kind of examination have been thus determined upon and approved by both the Department and the Commission, future questions for this kind of examination are prepared, with the help of the Department, of the same scope, unless the Commission is informed that the Department considers it wise for any reason to make a change. From time to time the different Departments are asked whether any changes are desirable in the examinations held for their service. As the information to the public concerning the character and scope of the current examinations is revised once or more each year, the Departments are given frequent opportunity to suggest any changes that may seem desirable. Because of this modifications are quite frequent in the continual attempt to make the examinations more practical and more thorough tests of fitness.

An inquiry of the Commission in regard to any particular feature of the examinations as now held will develop the fact, as in the custodian service referred to by the committee, that the subjects embraced in the examinations are such as are desired by the appointing officers.

The Commission submits herewith a list of the different kinds of examinations which have been recently held, with copies of the questions used in each examination. A brief of the principal examinations is also attached, arranged alphabetically, which will exhibit the subjects, scope, and relative weights of each of these examinations.

List of different examinations held by the Civil Service Commission from January 1, 1897, to December 1, 1897.

Admeasurer, custom-house service, series 2.
 Aid, Coast and Geodetic Survey, series 1.
 Anthropologist in the United States National Museum, series 1.
 Assistant, Department of Agriculture, series 1 and 2.
 Assistant biologist, series 1.
 Assistant custodian (description only).
 Assistant chief division of soils, Department of Agriculture, series 1 and 2.
 Assistant examiner Patent Office, series 88.
 Assistant microscopist, series 2.
 Assistant printer, Railway Mail Service, series 2 (sheets 1 and 8).
 Assistant engineer, series 1.
 Assistant engineer, light-house service, gulf, lake, and river tenders, series 1.
 Assistant special Treasury agent (Seal Island), series 1.
 Assayer, custom-house service, series 1.
 Bookbinder, Government Printing Office (preliminary and supplementary sheet).
 Bookkeeper, series 34 (preliminary sheet and sheet 6).
 Bookkeeper, subtreasury service, schedule B, series 1.
 Buoy colorist, Coast and Geodetic Survey, series 1.
 Cadet, Revenue-Cutter Service, series 1.
 Carrier (with knowledge of Polish), post-office service, series 2.
 Check clerk, subtreasury service, Schedule A, series 1.
 Chief computer, Supervising Architect's Office, series 1.
 Chinese interpreter, series 2.
 Civilian interpreter (Indian service), Fort Wingate, N. Mex., series 1.
 Civilian interpreter (Indian service), Ute Indian language, series 1.
 Clerk (departmental service), preliminary sheet only.
 Clerk-carrier, card addresses, series 15.
 Clerk-carrier, geography, series 138.
 Clerk (office United States shipping commissioner), series 1 (sheets 6 and 7).
 Compositor, Government Printing Office, series 23.
 Computer, Coast and Geodetic Survey, series 6.
 Computer, Supervising Architect's Office, series 2.
 Danish language, series 2.

- Designer in Bureau of Engraving and Printing, series 1.
 Draftsman, architectural, series 3.
 Draftsman, architectural (senior), series 3.
 Draftsman, architectural (junior), series 2.
 Draftsman, General Land Office, series 1.
 Draftsman, mechanical (Navy Department), series 6.
 Draftsman (Navy Department), series 2.
 Draftsman, assistant, Navy Department, series 1.
 Draftsman, structural iron, series 3.
 Draftsman, with knowledge of typewriting and stenography (War Department), series 2.
 Draftsman, heating and ventilating, series 2.
 Draftsman, topographic, series 2.
 Dynamo tender, series 2.
 Electrotpe finisher, Government Printing Office (preliminary and supplementary sheets only).
 Electrotpe molder, Government Printing Office (preliminary and supplementary sheets only).
 Elevator conductor (preliminary sheet only).
 Engineer (auxiliary), series 4.
 Engineer, first class (Treasury Department), series 1.
 Engineer (in marine hospitals), series 1.
 Engineer (on quarantine duty, Marine-Hospital Service), series 1.
 Engineer, second class (Treasury Department), series 3.
 Engineer, third class (Treasury Department), series 1.
 Engineer and electrician, series 1.
 Examiner (Mint Bureau, Treasury Department), series 1.
 Examiner of sugar (custom-house service), series 1.
 Examiner (custom-house service), series 9.
 Expert fitter (Navy Department), series 1.
 Expert horticulturist (Department of Agriculture), series 1.
 Expert plumber (Navy Department), series 1.
 Fireman (Treasury Department), series 8.
 Fireman (departmental service), series 7.
 First assistant chemist (Department of Agriculture), series 1.
 First-grade basis examination, series 38.
 First-grade basis examination (custom-house service), series 1.
 Fish culturist (Fish Commission), series 10.
 French language, series 3.
 German language, series 3.
 Hospital attendant (Marine-Hospital Service), series 1.
 Hospital steward (Marine-Hospital Service), series 1.
 Immigrant inspector, series 1.
 Industrial teacher and farmer (Indian service), series 5.
 Instrument maker (supplementary statement only).
 Internal-revenue service, series, 5.
 Internal-revenue service (noncompetitive), series 1.
 Italian language, letter carrier requiring knowledge of.
 Junior engineer, series 3.
 Janitor (preliminary sheet only).
 Kindergarten teacher (Indian service), series 5.
 Law clerk, series 2.
 Law clerk (to test qualification of law clerks in office of Comptroller of the Treasury), series 1.
 Librarian, Adjutant-General's Office, series 2.
 Local inspector and assistant inspector of boilers (steamboat-inspection service), series 4.
 Local inspector and assistant inspector of hulls (steamboat-inspection service), series 4.
 Manual-training teacher (Indian service), series 1.
 Master (light-house service, river tenders), series 1.
 Master (light-house service, lake tenders), series 1.
 Matron (Indian service), series 20.
 Meat inspector (Department of Agriculture), series 20.
 Mechanical engineer for steam vessels, series 1.
 Mechanical engineer (Quartermaster-General's Office), series 3.
 Money counter, subtreasury service, Schedule A, series 1.
 Messenger (preliminary sheet only).

Nautical expert (Navy Department), series 17.
 Noncompetitive (custom-house service), series 1.
 Observer (Weather Bureau), series 16.
 Pension examining surgeon, series 3.
 Personal questions (all services).
 Personal questions (Indian service).
 Pharmacist (Freedmen's Hospital), series 1.
 Physician (Indian service), series 22.
 Portrait and vignette engraver (Bureau of Engraving and Printing), description only.
 Post-office inspector, series 10.
 Preparator of specimens (Department of Agriculture), series 1.
 Press feeders (Government Printing Office), preliminary and supplementary sheets only.
 Pressman (Government Printing Office), preliminary and supplementary sheets only.
 Principal teacher (Indian service), series 10.
 Promotion (custom-house of New York), series 25 and 26.
 Railway-Mail Service, card addresses, series 15.
 Railway-Mail Service, railway and other systems of transportation, series 16.
 Sanitary inspector (Marine-Hospital Service), series 1.
 Second grade basis examination, series 27.
 Second grade basis examination (custom-house service).
 Shipping commissioner, series 2, sheets 5 and 6.
 Special agent and expert, office of public road inquiry (Department of Agriculture), series 1.
 Special laborer (Navy Department), series 1.
 Special pension examiner, series 41, preliminary sheet and sheets 6 and 7.
 State Department clerk, series 10.
 Station keeper (District of Columbia), series 5.
 Stenography, dictation exercises, series 7.
 Stereotyper (Government Printing Office), description only.
 Statistical field agent (Fish Commission), series 7.
 Stock examiner (Department of Agriculture), series 6.
 Superintendent of division of post-office supplies, series 1.
 Superintendent of construction (Treasury Department), series 2.
 Superintendent and head nurse (Freedmen's Hospital), series 1.
 Superintendent of station (Fish Commission), series 7.
 Supervising Architect (Treasury Department), series 1.
 Supplementary certificates, form 375 (professional, etc.).
 Supplementary certificates, form 394 (trades, etc.).
 Surgeon-in-chief (Freedmen's Hospital), series 1.
 Swedish language, series 3.
 Seamstress (Indian Service), sheet 5. (See matron examination.)
 Sea examiner (custom-house service), series 2.
 Third grade basis examination, series 37.
 Topographer, assistant (Geological Survey), series 2.
 Typewriting, series 22.
 Typewriting, dictation exercises, series 17 to 26.
 Watchman, preliminary sheets only.
 Wireman (Treasury Department), series 1.

Additional forms submitted.

Apprentice, preliminary sheet and form 1013 only.
 Application for examination, form 304.
 List of positions for which no scholastic test is required, the applicants being required to file forms 304 and 394, and being graded upon experience, counting 80 per cent, and physical ability, counting 20 per cent:
 Departmental Service: Blacksmith, cabinetmaker, carpenter, coachman, cook, decorator, general mechanic, hardener, hostler, knife grinder, laundress, leather worker, locksmith, machinist, mason, miller, painter, plasterer, plate cleaner, plate printer, lumber, roller maker, sailmaker, sawyer, steam fitter, stonecutter, tailor, teamster, transferer, wheelwright, locomotive engineer, switchman, fireman (except in the Treasury Department), oiler, portrait and vignette engraver.
 Engineer Department at Large: Deputy inspector and master; deputy inspector and pilot; deputy inspector and mate; master; pilot; mate; engineer of steam vessels, and similar positions where licenses are required by the Office of Steamboat Inspection.

Inspectors receiving \$1,200 or less per annum who are not appointed through examination; baker; blacksmith; blaster; boarding master receiving \$75 per month or less; boatman, and steersman receiving \$900 per annum or less; boiler maker; bricklayer; calker; carpenter; cement finisher; cement tester; cement worker; chain man; concrete finisher; cranes man; dredge runner, to include engineer for dredging; elevator conductor; gardener; gauge reader; instrument men receiving \$900 or less per annum; master laborer; leadsman receiving \$600 per annum or less; lockmaster receiving \$720 per annum or less; lock and bridge tender; machinist; mason; master quarryman; master mechanic; master mason; master carpenter; master stonecutter; master bricklayer; master weaver of mats; motorman, to include all steam engineers not licensed engineers; overseer receiving \$900 or less; painter; pile driver receiving \$720 or less; pipe fitter; plumber; powder man; recorder receiving \$480 or less; rigger; rodsman receiving \$75 or less per month; sheet-iron worker; ship carpenter; stadia man; steward receiving \$75 per month or less; stonecutter; striker; telegraph and telephone lineman; helper to blacksmith; helper to calker; helper to carpenter; helper to machinist; watchman, and any similar positions.

Ordinance Department at Large:

Schedule D, mechanics.—Steam engineer and machinist, locomotive engineer, engine-man, fireman, machinist, pattern maker, blacksmith, painter, tool maker, screw maker, file cutter, case hardener, temperer, engraver, die sinker, filer, vitrioler, polisher, rigger, piper, case maker, tinsmith, plumber, saddler, wheelwright, hammerman, boiler tender, steam engineer, engineer (not civil or mechanical), assistant steam engineer, electrician, mechanic, carpenter, smith, printer, mason, gauge maker, cutter, browner, bluer, harness maker, tool grinder, wheelman, steam and gas fitter, melter, millwright, molder, tuner, weigher, farrier, bolt maker, heater, rotary filer.

Schedule E, foremen and inspectors.—Foreman, assistant foreman, inspector, assistant to inspector of ordinance, assistant in experimental firing, assistant inspector.

Schedule F, skilled laborers.—Assistant machinist, assistant smith, forage master, assistant millwright, assistant piper, steam-hammer driver, skilled laborer.

Schedule G, messengers and watchmen.—Messenger, guard, watchman.

In certain custom houses: Boatmen.

[Life-Saving Service: Surfman (required to file form 395).

Pupil nurse, Freedmen's Hospital.

Classified laborer, Insane Asylum.

Number and time of appointment of employees classified in Government Printing Office without examination.

The following table, prepared from the records of the Commission, will furnish the information requested concerning the number of employees in the Government Printing Office who were covered into the classified service without examination:

Number appointed prior to May 7, 1889 (beginning of Mr. Palmer's first term as Public Printer).....	669
Number appointed by Mr. Palmer during his term from May 7, 1889, to May 9, 1894	1,206
Number appointed by Mr. Benedict from May 9, 1894, to the date of the classification	84

Total number brought into classified service without examination..... 2,719

The same records show that the number of separations from the Government Printing Office from the date of classification, August 1, 1895, to April 1, 1897 (end of Mr. Benedict's term as Public Printer), was 343.

Economy and increased efficiency in Government Printing Office since classification.

The Commission has been informed that the reports of the Public Printer will show the average number of employees during the last complete fiscal year prior to the order for classification was.....	3,38
Average number of employees during the fiscal year 1896, the first complete fiscal year after the order for classification.....	2,82
Reduction in force after classification.....	55

Number of tons of paper used during the last complete fiscal year prior to order for classification	4, 823
Number of tons of paper used during the first complete fiscal year after the order for classification	5, 457
Increase in paper used	634
Cost of labor for the last complete fiscal year prior to the order for classification	\$2, 879, 317. 09
Cost of labor for the first complete fiscal year after the order for classification	2, 657, 267. 43
Net annual saving after classification	222, 049. 66
Actual saving per annum	*75, 000. 00
	297, 049. 66

It is believed that this saving of more than a quarter of a million dollars per annum fully justifies the inclusion of the Government Printing Office into the classified service.

Government Printing Office—appointments through examination.

Position.	Numbers appointed.					Remaining in service Dec. 1, 1897.
	Aug. 1, 1895, to Jan. 31, 1896.	Feb. 1, 1896, to June 30, 1896.	July 1, 1896, to June 30, 1897.	July 1, 1897, to Dec. 1, 1897.	Total.	
Electricians	1	4	3	8	16	115
Skilled laborers		1	64	57	122	115
Compositors	143	2	55	34	234	189
Binders	8	1		20	29	35
Pressmen	6		17	α 6	29	28
Document clerks	2		1		3	3
Electrotypers	1	1	1		3	3
Electrotype finishers			2	2	4	2
Electrotype molders			1	1	2	2
Stereotypers			2		2	2
Finishers			5		5	5
Total	161	9	151	127	448	389

NOTES.—Most of the calls for certification during the period August 1, 1895, to February 1, 1896, were for temporary appointment, but in all but a few cases the temporary appointment was afterwards made permanent, the men secured through examination proving themselves more valuable than those appointed under the old system and consequently retaining their places when a reduction of force occurred.

During the first six months the following temporary appointments from outside the examinations were made, pending the establishment of eligible registers:

Compositors	18
Skilled laborers	1
Electricians (employed in installing new electric plant)	21

These were dropped after employment for ninety days or less.

Table showing, for the classified post-office service in the 53 largest post-offices, the number examined, number failed, number passed, and per cent of failures during the fiscal year ended June 30, 1897.

Office.	Number examined.	Number failed.	Per cent of failures.	Number passed.
Albany, N. Y.	41	19	46. 3	22
Allegheny, Pa.	33	19	57. 6	14
Atlanta, Ga.	95	54	56. 8	41
Baltimore, Md.	160	65	40. 6	95
Boston, Mass.	522	248	47. 5	274
Brooklyn, N. Y.	1, 042	529	50. 8	513
Buffalo, N. Y.	376	162	43. 1	214
Chicago, Ill.	1, 628	813	49. 9	815

* The sum of \$75,000 increased compensation on account of a higher schedule of wages in force after classification by reason of the act of Congress concerning pressmen's rate of pay, etc., making a total saving in money of \$297,049.66, while at the same time it is estimated that at least 25 per cent more work was executed and delivered to Congress and the several Departments.

Table showing, for the classified post-office service in the 53 largest post-offices, etc.—Cont'd.

Office.	Number examined.	Number failed.	Per cent of failures.	Number passed.
Cincinnati, Ohio	366	145	39.6	221
Cleveland, Ohio	249	88	35.8	158
Columbus, Ohio	115	36	31.3	79
Dallas, Tex	40	20	50	20
Dayton, Ohio	106	37	34.9	69
Denver, Colo.	165	44	26.6	121
Des Moines, Iowa	44	14	31.8	30
Detroit, Mich	263	94	35.7	169
Grand Rapids, Mich	120	42	35	78
Hartford, Conn	19	10	52.6	9
Indianapolis, Ind	125	62	49.6	63
Jersey City, N. J.	117	42	35.9	75
Kansas City, Mo.	40	17	42.5	23
Los Angeles, Cal.	127	35	27.6	92
Louisville, Ky	137	50	36.5	87
Lowell, Mass.	98	49	50	49
Lynn, Mass.	33	20	60.6	13
Memphis, Tenn	39	12	30.8	27
Milwaukee, Wis.	117	45	38.5	72
Minneapolis, Minn.	233	91	39	142
Nashville, Tenn	60	22	36.7	38
Newark, N. J.	174	104	59.8	70
New Haven, Conn	67	30	44.8	37
New Orleans, La	100	39	39	61
New York, N. Y.	2,086	946	45.3	1,140
Oakland, Cal.	21	4	19	17
Omaha, Nebr.	86	21	24.4	65
Paterson, N. J.	39	26	66.7	13
Philadelphia, Pa.	869	429	49.1	440
Pittsburg, Pa.	159	77	48.4	82
Portland, Me.	34	20	58.8	14
Portland, Oreg.	84	17	20.2	67
Providence, R. I.	122	54	44.3	68
Richmond, Va.	44	20	45.5	24
Rochester, N. Y.	172	69	40.1	103
St. Louis, Mo.	252	98	38.5	154
St. Paul, Minn.	156	74	47.4	82
San Francisco, Cal.	145	47	32.4	98
Scranton, Pa.	65	31	47.7	34
Springfield, Mass.	43	20	46.5	23
Syracuse, N. Y.	57	30	52.6	27
Toledo, Ohio.	178	85	47.7	93
Troy, N. Y.	41	18	43.9	23
Washington, D. C.	227	105	46.2	122
Worcester, Mass.	86	32	37.2	54
Total	11,814	5,280	44.7	6,534

Table showing number of appointments and reinstatements at the 53 largest post-offices, from July 1, 1893, to June 30, 1897.

Office.	Year ended—							
	June 30, 1897.		June 30, 1896.		June 30, 1895.		June 30, 1894.	
	Ap- pointed.	Rein- stated.	Ap- pointed.	Rein- stated.	Ap- pointed.	Rein- stated.	Ap- pointed.	Rein- stated.
Albany, N. Y.	11	0	20	0	33	0	18	0
Allegheny, Pa.	5	5	19	1	31	0	13	0
Atlanta, Ga.	3	1	11	0	21	0	22	0
Baltimore, Md.	71	0	67	0	81	0	80	1
Boston, Mass.	74	1	121	4	219	6	160	2
Brooklyn, N. Y.	80	0	159	1	163	1	218	2
Buffalo, N. Y.	38	0	56	0	65	0	30	1
Chicago, Ill.	200	16	333	15	304	14	546	49
Cincinnati, Ohio	31	0	41	0	75	3	47	4
Cleveland, Ohio	21	1	47	3	77	0	12	0
Columbus, Ohio	18	0	16	0	25	0	35	0
Dallas, Tex.	7	0	3	0	1	0	9	0
Dayton, Ohio	10	0	8	0	21	0	29	0
Denver, Colo.	26	1	19	0	12	0	18	2
Des Moines, Iowa	8	0	6	0	32	1	12	2
Detroit, Mich	21	0	24	0	45	0	29	1
Grand Rapids, Mich	10	1	14	0	26	0	9	0
Hartford, Conn	9	0	7	0	8	0	7	0
Indianapolis, Ind	18	0	11	0	23	1	19	0
Jersey City, N. J.	13	0	4	0	26	0	21	0

Following number of appointments and reinstatements at the 53 largest post-offices—
Continued.

Office.	Year ended—							
	June 30, 1897.		June 30, 1898.		June 30, 1898.		June 30, 1894.	
	Ap- pointed.	Rein- stated.	Ap- pointed.	Rein- stated.	Ap- pointed.	Rein- stated.	Ap- pointed.	Rein- stated.
City, Mo.	13	1	16	4	21	2	25	3
ales, Cal.	18	0	19	0	13	1	20	0
e, Ky.	21	1	26	0	43	4	56	3
laas	2	0	14	0	22	1	1	0
ass	1	0	6	0	2	0	2	0
, Tenn.	1	1	8	0	6	0	8	0
ee, Wis.	8	1	29	0	18	0	43	0
olia, Minn.	34	0	11	2	34	0	1	1
, Tenn.	5	0	4	0	16	0	13	0
N. J.	31	0	8	0	42	0	28	0
en, Conn.	4	0	9	0	13	0	7	0
aus, La.	14	1	23	1	23	1	27	1
k, N. Y.	229	17	219	17	355	13	450	46
Cal.	8	0	12	0	22	0	7	0
Nebr.	0	0	3	1	7	0	6	0
N. J.	4	0	14	0	1	0	6	0
olia, Pa.	96	8	15	4	256	4	470	16
r, Pa.	14	1	59	0	55	1	74	2
Me.	8	0	5	0	1	0	4	0
Oreg.	0	3	6	4	5	0	11	1
ce, R. I.	4	0	9	0	6	6	2	0
i, Va.	2	0	7	0	20	0	23	0
r, N. Y.	2	0	7	0	22	0	8	0
Pa.	5	0	1	0	5	0	11	0
Mo.	59	4	107	2	155	3	90	4
Minn.	5	0	30	0	15	0	10	1
cisco, Cal.	10	2	27	2	60	4	52	0
ld, Mass.	18	0	11	0	10	0	4	0
N. Y.	4	0	4	0	6	0	25	2
hio	10	0	30	1	40	0	16	0
Y.	3	0	7	0	14	0	5	1
ton, D. C.	66	4	51	0	80	2	37	1
r, Mass.	11	0	11	0	24	0	7	0

Following number of substitute carriers at 53 largest post-offices, as compared to the
regular carrier force.

Office.	Subs.	Regular carriers.	Office.	Subs.	Regular carriers.
N. Y.	14	50	Minneapolis, Minn.	25	121
y, Pa.	12	40	Nashville, Tenn.	12	32
Pa.	7	41	Newark, N. J.	24	124
, Md.	45	298	New Haven, Conn.	12	49
ass.	200	620	New Orleans, La.	22	102
N. Y.	129	533	New York, N. Y.	276	1,388
Y.	33	170	Oakland, Cal.	6	30
ll.	270	1,097	Omaha, Nebr.	7	69
i, Ohio.	34	196	Paterson, N. J.	7	33
, Ohio.	30	161	Philadelphia, Pa.	175	804
, Ohio.	9	63	Pittsburg, Pa.	27	166
x.	3	24	Portland, Me.	4	26
hio.	7	41	Portland, Oreg.	14	38
olo	22	75	Providence, R. I.	12	72
es, Iowa	7	34	Richmond, Va.	6	48
lich.	34	144	Rochester, N. Y.	15	85
pids, Mich.	10	43	Seranton, Pa.	7	34
Conn.	5	37	St. Louis, Mo.	49	297
olia, Ind.	17	74	St. Paul, Minn.	20	100
ty, N. J.	23	90	San Francisco, Cal.	51	207
ity, Mo.	14	80	Springfield, Mass.	7	31
lea, Cal.	8	54	Syracuse, N. Y.	14	54
e, Ky.	20	90	Toledo, Ohio.	11	66
laas.	12	41	Troy, N. Y.	6	38
ass.	7	33	Washington, D. C.	40	190
Tenn.	6	37	Worcester, Mass.	10	51
se, Wis.	25	120			

Table showing for all branches of the classified service the number examined, the nu
that failed, and the per cent of failures; the number that passed, the number appoi
and the per cent of those that passed who were appointed during the several periods
ered by the reports of the Commission.

Branch of service and period covered.	Exam- ined.	Failed.	Per cent of failures.	Passed.	Ap- pointed.	Per a por thos pa
<i>Departmental service.</i>						
July 16, 1883, to Jan. 15, 1884.....	784	325	41.5	459	48	
Jan. 16, 1884, to Jan. 15, 1885.....	2,276	938	41.2	1,338	432	
Jan. 16, 1885, to Jan. 15, 1886.....	1,754	716	40.8	1,038	239	
Jan. 16, 1886, to Jan. 15, 1887.....	2,304	721	31.3	1,583	392	
Jan. 16, 1887, to June 30, 1887.....	2,023	629	31.1	1,394	155	
July 1, 1887, to June 30, 1888.....	2,609	963	35.7	1,736	352	
July 1, 1888, to June 30, 1889.....	3,697	1,515	41	2,182	387	
July 1, 1889, to June 30, 1890.....	3,751	1,634	43.5	2,117	557	
July 1, 1890, to June 30, 1891.....	5,251	1,885	35.9	3,366	1,152	
July 1, 1891, to June 30, 1892.....	3,919	1,315	33.5	2,604	478	
July 1, 1892, to June 30, 1893.....	2,446	782	31.6	1,664	365	
July 1, 1893, to June 30, 1894.....	3,532	1,166	33	2,366	386	
July 1, 1894, to June 30, 1895.....	3,231	1,388	42.6	1,843	409	
July 1, 1895, to June 30, 1896.....	3,443	1,419	41.2	2,024	442	
July 1, 1896, to June 30, 1897.....	11,686	5,163	44.2	6,523	666	
Total	52,796	20,559	38.9	32,237	6,460	
<i>Railway Mail Service.</i>						
May 1, 1889, to June 30, 1889.....	2,236	434	19.4	1,802	125	
July 1, 1889, to June 30, 1890.....	4,463	1,334	29.8	3,129	1,400	
July 1, 1890, to June 30, 1891.....	3,706	1,118	30.2	2,588	1,062	
July 1, 1891, to June 30, 1892.....	4,597	1,648	35.8	2,949	1,199	
July 1, 1892, to June 30, 1893.....	3,555	1,239	34.8	2,316	993	
July 1, 1893, to June 30, 1894.....	4,267	1,147	26.7	3,120	718	
July 1, 1894, to June 30, 1895.....	4,641	1,534	33	3,107	643	
July 1, 1895, to June 30, 1896.....	5,113	1,986	38.8	3,127	655	
July 1, 1896, to June 30, 1897.....	6,427	1,726	26.9	4,701	650	
Total	39,005	22,166	56.8	26,839	7,445	
<i>Indian service.</i>						
Oct. 13, 1891, to June 30, 1892.....	158	64	40.5	94	10	
July 1, 1892, to June 30, 1893.....	471	187	39.7	284	141	
July 1, 1893, to June 30, 1894.....	431	141	32.7	290	166	
July 1, 1894, to June 30, 1895.....	695	370	53.2	325	121	
July 1, 1895, to June 30, 1896.....	615	228	37.1	387	88	
July 1, 1896, to June 30, 1897.....	723	354	49	369	95	
Total	3,093	1,344	43.4	1,749	621	
<i>Customs service.</i>						
July 16, 1883, to Jan. 15, 1884.....	817	351	43	466	69	
Jan. 16, 1884, to Jan. 15, 1885.....	838	297	35.4	541	119	
Jan. 16, 1885, to Jan. 15, 1886.....	1,735	692	36.9	1,043	169	
Jan. 16, 1886, to Jan. 15, 1887.....	4,058	1,511	37.2	2,547	641	
Jan. 16, 1887, to June 30, 1887.....	2,479	979	39.5	1,500	340	
July 1, 1887, to June 30, 1888.....	2,425	1,046	43.2	1,379	351	
July 1, 1888, to June 30, 1889.....	3,587	1,790	49.9	1,797	375	
July 1, 1889, to June 30, 1890.....	1,579	587	37.2	992	320	
July 1, 1890, to June 30, 1891.....	1,624	662	40.7	962	161	
July 1, 1891, to June 30, 1892.....	2,491	1,221	49	1,270	287	
July 1, 1892, to June 30, 1893.....	3,372	1,360	40.3	2,012	280	
July 1, 1893, to June 30, 1894.....	3,031	1,297	42.7	1,734	272	
July 1, 1894, to June 30, 1895.....	4,018	1,249	31.1	2,769	460	
July 1, 1895, to June 30, 1896.....	5,992	2,015	33.6	3,977	100	
Total	38,046	15,057	39.5	22,989	3,924	
<i>Internal-revenue service.</i>						
May 7, 1895, to June 30, 1895.....	2,055	1,095	53.3	960	116	
July 1, 1895, to June 30, 1896.....	3,165	1,612	50.9	1,553	76	
July 1, 1896, to June 30, 1897.....						
Total	5,170	2,707	52.4	2,513	192	

Table showing for all branches of the classified service the number examined, etc.—Cont'd.

Branch of service and period covered.	Examined.	Failed.	Per cent of failures.	Passed.	Appointed.	Per cent appointed of those that passed.
<i>Postal service.</i>						
July 16, 1883, to Jan. 15, 1884	1,941	822	42.3	1,119	372	33.2
Jan. 16, 1884, to Jan. 15, 1885	3,293	971	30	2,322	1,249	55.2
Jan. 16, 1885, to Jan. 15, 1886	4,113	1,160	28.2	2,953	1,473	49.9
Jan. 16, 1886, to Jan. 15, 1887	7,467	2,245	30.1	5,222	3,254	62.3
Jan. 16, 1887, to June 30, 1887	6,103	2,471	40.5	3,632	1,924	53
July 1, 1887, to June 30, 1888	10,702	4,087	38.2	6,615	2,958	44.4
July 1, 1888, to June 30, 1889	11,193	4,289	38.3	6,904	2,850	41.2
July 1, 1889, to June 30, 1890	8,538	2,698	31.6	5,840	2,861	48.9
July 1, 1890, to June 30, 1891	9,162	3,611	39.4	5,551	2,113	38.2
July 1, 1891, to June 30, 1892	15,875	7,401	46.7	8,474	2,505	29.6
July 1, 1892, to June 30, 1893	25,777	11,434	44.3	14,343	3,154	19.7
July 1, 1893, to June 30, 1894	19,438	6,636	34.1	12,802	3,348	26.2
July 1, 1894, to June 30, 1895	14,433	4,059	28.1	10,374	3,148	30.3
July 1, 1895, to June 30, 1896	20,493	14,009	68.3	6,484	1,570	24.2
Total	158,468	65,893	41.6	92,495	32,759	35.4
<i>Government printing service.</i>						
June 13, 1895, to June 30, 1895	1,502	429	28.6	1,073	177	16.5
July 1, 1895, to June 30, 1896	659	103	15.6	556	151	27.1
Total	2,161	532	24.6	1,629	328	20.1
SUMMARY.						
July 16, 1883, to Jan. 15, 1884	3,542	1,498	42.3	2,044	489	23.9
Jan. 16, 1884, to Jan. 15, 1885	6,347	2,206	34.8	4,141	1,800	43.5
Jan. 16, 1885, to Jan. 15, 1886	7,602	2,568	33.8	5,034	1,881	37.4
Jan. 16, 1886, to Jan. 15, 1887	15,852	5,106	32.2	10,746	4,442	41.3
Jan. 16, 1887, to June 30, 1887	11,281	4,413	39.1	6,868	2,616	38
July 1, 1887, to June 30, 1888	19,060	7,082	37.2	11,978	3,781	31.6
July 1, 1888, to June 30, 1889	22,994	9,047	39.3	13,947	5,182	37.2
July 1, 1889, to June 30, 1890	19,074	6,288	33	12,786	5,395	42.2
July 1, 1890, to June 30, 1891	19,460	7,300	37.5	12,160	3,961	32.5
July 1, 1891, to June 30, 1892	24,838	10,830	43.5	14,008	4,291	30.6
July 1, 1892, to June 30, 1893	37,379	15,248	40.8	22,131	4,704	19.8
July 1, 1893, to June 30, 1894	31,036	11,225	36.1	19,811	4,793	24.2
July 1, 1894, to June 30, 1895	31,179	10,465	33.6	20,714	5,086	24.6
July 1, 1895, to June 30, 1896	49,145	24,982	50.8	24,163	3,308	13.7
Total	298,789	118,258	39.6	180,531	51,729	28.7

a 1442 examined for promotion; transfer, etc., not included.

MEMORANDA TAKEN FROM THE "EXCEPTED PLACE" FILE (FILE 3422), FOR THE PHILADELPHIA POST-OFFICE.

On May 28, 1888, Postmaster-General Don M. Dickinson designated the following excepted positions in the Philadelphia post-office, under Postal Rule II, section 5 (see printed rule on last page):

Superintendent of stations	1
Superintendent of mailing division	1
Superintendent of registry division	1
General superintendent city delivery division	1
Night superintendent city delivery division	1
Superintendent of carriers	1
Superintendent of box division	1
Superintendent of stamp division	1
Superintendent general delivery division	1
Superintendent inquiry division	1
Superintendent money-order division	1
Superintendents of stations	19
Stock clerk	1
Weighters of second-class matter	1
Assistant superintendent, registry division	1
Clerks, registry division	1

Chief clerk, city delivery division	1
Assistant cashier, box division	1
Stamp clerks	7
Chief clerk, general delivery division	1
Cashier, money-order division	1
Assistant cashier, money-order division	1
Issuing clerks, money-order division	4
Examiners, money-order division	2
Clerks, money-order division	5
Stamp clerks at stations	3

Total

75

On January 7, 1892, the following positions were designated as excepted by Postmaster-General John Wanamaker:

Superintendent Eighteenth and Chestnut street station	1
Stamp clerk at the same station	1
Money-order clerk at the same station	1

Total

3

On August 1, 1892, the following letter was addressed to Hon. John Field, postmaster at Philadelphia, Pa.:

"According to the memoranda which I made at our recent interview, the following are the places agreed upon between us as excepted from examination at the Philadelphia post-office under Postal Rule II (see printed rule on last page):

Assistant postmaster	1
Secretary to the postmaster	1
Cashier	1
Assistant cashier	1
Superintendent, money-order division	1
Superintendent, registry division	1
Superintendent, delivery division	1
Superintendent, mailing division	1
Superintendents of stations	12
Clerks in charge of stations	44
Financial clerk	1
Wholesale stamp clerks	2
Stamp clerks, main office	7
Messenger to postmaster	1
Assistant superintendent, money-order division	1
Bank messenger, money-order division	1
Cashier, money-order division	1
Assistant cashier, money-order division	1
Assistant superintendent, registry division	1
General delivery clerk, registry division	1
Superintendent box section, delivery division	1
Postage-due clerks, delivery division	2
Weighers second-class matter, mailing division	4
Assistant superintendent, Station B	1
Stamp clerk at Station B	1
Registry clerk at Station B	1
Money-order clerk at Station E	1
Stamp clerks at East Chestnut street station	2
Stamp clerk, Eighteenth and Chestnut street station	1
Money-order clerk, Eighteenth and Chestnut street station	1
Assistants at stations	7

Total

103

"If this list corresponds with your understanding of our agreement, I will thank you to indorse your approval upon it and return it to this office, in order that it may be submitted to the Postmaster-General for his action."

On March 3, 1893, the Postmaster-General wrote the Commission as follows:

"After much correspondence with the postmaster, extending over several weeks, and with reference to previous correspondence with your Commission, I hereby make the following designations, in lieu of all previous ones, of places excepted from

civil-service examination in the post-office at Philadelphia, Pa., to wit, under Postal Rule II, paragraph 5 (see printed rule on last sheet):

Under clause e:

Superintendent of delivery	1
Superintendent of registry	1
Superintendent of money-order division	1
Superintendents of stations.....	17

Under clause f:

Finance clerk	1
Postage-due clerks.....	2
Cashier, money-order division	1
Assistant cashier, money-order division.....	1
Stamp clerks, main office.....	9
Stamp clerks at stations.....	9
Weighers of second-class matter.....	4
Clerks in charge of stations.....	26
Clerks in charge of receiving stations.....	17

Total..... 90

On March 28, 1893, John Field, postmaster at Philadelphia, forwarded to the Commission a full list of the employees of his office, with their roster titles and dates of appointment, who were considered as occupying excepted positions under Postal Rule II, paragraph 5, clauses e and f, and those employees who had theretofore been considered as excepted, but who had not been excepted by the last official designation. This latter list seems to be inaccurate, inasmuch as several unclassified places were listed as excepted, as well as several positions to which appointments were made through civil-service examination.

The following is a letter from Postmaster Carr, dated August 23, 1893:

SIR: Referring to your letter of the 5th instant (file 3422), and to our conversation of the 22d instant, requesting me to submit a statement of the names, roster titles, and dates of appointment to present positions of those employees who were, on August 1, 1893, holding positions which may properly be regarded as excepted from examination under any clause of section 5 of Postal Rule II, or under Special Postal Rule 1, I have the honor to inclose herewith a list of the same.

Upon March 3, 1893, the Postmaster-General designated certain places in this office as excepted from examination, and upon March 28, 1893, my predecessor forwarded list to the Commission as having been affected by that order. Upon June 24 last I made an application to the Department that the order of March 3, 1893, be rescinded, upon the ground that it was a violation both of the letter and of the settled practice and interpretation of the civil-service statute.

The positions marked with a blue pencil, in the list inclosed, are those which beyond doubt should be regarded as excepted, some of them being really "unclassified." I have marked the latter with the letter "U" in blue pencil in the margin. In the list of March 28, 1893, these were improperly named as excepted places. The positions marked with red ink are those which will remain as excepted, unless the order of March 3, 1893, be revoked.

Respectfully, yours,

W. WILKINS CARR, *Postmaster.*

Hon. CHARLES LYMAN,

President Civil Service Commission, Washington, D. C.

The following is a letter from the First Assistant Postmaster-General, dated October 1, 1893:

SIR: Referring to the late conference with reference to "excepted" places in the Philadelphia, Pa., post-office, between Hon. W. S. Bissell, Postmaster-General, yourself and myself, and in accordance with the suggestions made, I beg leave, briefly, to submit the following:

Late in 1889 John Field, esq., was appointed postmaster at Philadelphia, Pa., and during his term of office a large number of places were "excepted" upon his request, and so remained until March 3, 1893, when, by letter of January 26, 1893, to the Post-office Department, he requested that a large number of these "excepted" places be made "nonexcepted;" and this contrary to the rules and regulations of the Civil Service Commission as applied to all the other post-offices of the country.

Mr. Carr, the present postmaster, now asks to have these nonexcepted places put back where they were prior to March 3, 1893, and where, under the civil-service laws and regulations, and as applied to all the other post-offices of the country, they could be.

Whatever views we may entertain as to the number of "excepted" places being

too large, I think, as we agreed in our conference, that a rule general to all the offices of the country should apply.

Very respectfully,

FRANK H. JONES,
First Assistant Postmaster-General.

HON. THEODORE ROOSEVELT,
Civil Service Commissioner, Washington, D. C.

The following minute was adopted by the Commission upon the above letter:

14. Letter of Post-Office Department in reference to excepted places at the Philadelphia post-office. As it appears that the action taken by the Postmaster-General on March 3 last in reference to these excepted places was taken without consultation with or approval by the Commission, it can be revoked in similar manner. Moreover, the Commission has already, in the case of the Richmond post-office, refused, itself, to take the initiative in recommending a great reduction in the excepted places at the moment that a postmaster is going out, just before his successor is to come in, and quotes with approval the letter of Chief Clerk Cooley, of January 28 last, in reference to the Philadelphia post-office, wherein he says:

"If such a radical rearrangement were to be made in the case of your office it would establish a precedent which would have to be followed, to be logical, for all the other large offices; and to do so at this particular time, within a few weeks of the date when the present Administration will end, might create suspicion that the action was taken for other motives than the good of the service."

The Commission has always advocated a radical and sweeping reduction in the number of excepted places in all these offices, but it believes that this should be applied in all offices alike, so far as circumstances will permit, and does not deem it wise at the present moment to apply it in but one or two offices at the very end of an outgoing Administration.

The following is a copy of a letter addressed to the First Assistant Postmaster-General on December 19, 1893:

SIR: The Commission has had the honor to receive your communication of December 14, in reference to exceptions of places in the Philadelphia post-office.

In reply, the Commission has to say that it will, of course, acquiesce in any series of designations for the exception of places from examination which the Post-Office Department may make as regards the post-office at Philadelphia; that the Commission believes that the number of excepted places in all of these offices is altogether too great, and at an early day will consult with the Post-Office Department as to the formulation of a rule, to be presented to the President for his adoption, so as to bring about a great reduction in these excepted places; that until this rule is adopted the Commission hopes the Department will proceed on some system by which, as far as the varying conditions of the service will admit, the number of excepted places in offices of corresponding rank, like those at Boston and New York for instance, shall themselves correspond roughly to one another, and the Commission would like to have the Post-Office Department submit to it, for its information, as soon as possible, the list of excepted places as it may designate them in Philadelphia.

The Commission herewith transmits, informally, for the consideration of the First Assistant Postmaster-General, the file in reference to this matter of excepted places in the Philadelphia post-office, including the correspondence with Postmasters Harity, Field, and Carr, the former letters of the First Assistant Postmaster-General on the subject, an extract from the minutes of October 16, and the letter of Commissioner Lyman of November 8 last, which summarizes and goes over fully the whole question, these papers to be returned to the Commission as soon as the Department is through with them.

Very respectfully,

JOHN R. PROCTER, *President.*

THE FIRST ASSISTANT POSTMASTER-GENERAL,
Washington, D. C.

The following is a letter from the First Assistant Postmaster-General, dated December 21, 1893:

SIR: Referring to the matter of "exceptions" in connection with the Philadelphia, Pa., post-office, I have the honor to state that after careful consideration I have excepted from the civil-service rules and regulations,* under clauses (e) and (f), Postal Rule II, the positions stated in the accompanying list. This list included positions treated as excepted by ex-Postmaster Field prior to March 3 last, and also the positions that were excepted under his predecessor, together with the additional places (18) of clerks in charge of stations, 6 stamp clerks, and 3 money-order clerks added to the service since March 3 last. This accompanying

* See printed rules on last sheet.

st, however, does not include 10 distributors, 13 mailing clerks, 1 general-delivery clerk, 1 stamper, and 1 special-delivery clerk, which were treated as excepted places by ex-Postmaster Field and allowed to stand by the Post-Office Department, for the reason that under the civil-service rules and regulations I can not find any authority for so treating these positions.

The Post-Office Department takes this action, after careful consideration, with a view of restoring the service at Philadelphia, with the exceptions above noted, to the status which obtained prior to the exceptions made under date of March 3 last, when exceptions were made against the protest of Mr. Cooley, the then chief clerk of the Post-Office Department, and who at that time had immediate charge of this matter, and, too, because it is in line with the civil-service rules and regulations as applied to all the other large post-offices of the country.

Very respectfully,

FRANK A. JONES,
First Assistant Postmaster-General.

Hon. JOHN R. PROCTER,

President Civil Service Commission, Washington, D. C.

List of positions excepted by the First Assistant Postmaster-General in letter of December 21, 1898, quoted above.

Under clause (e): *	
Superintendent of delivery.....	1
Superintendent of mails.....	1
Superintendent of registry.....	1
Money-order clerk.....	1
Superintendents of stations.....	17
Under clause (f): *	
Stock clerk.....	1
Bookkeeper.....	1
Weighers second-class matter.....	3
Assistant superintendents.....	3
Assistant cashiers.....	2
Registry clerks.....	24
Money-order clerks.....	20
Stamp clerks.....	24
Foremen.....	4
Record clerks.....	5
Letter carriers.....	2
Letter-box repairers.....	3
Finance clerks.....	2
Inquiry clerks.....	6
Money-order clerks.....	2
Clerks in charge of stations.....	42
Total.....	165

NOTE.—This statement does not include the assistant postmaster, secretary to postmaster, cashier, postmaster, and assistant cashier, excepted under clauses (a), (b), (c), and (d) of Postal Rule V.

On January 16, 1894, the Commission addressed a letter to the Post-Office Department, returning the communication of December 21 excepting from examination certain positions in the Philadelphia post-office and requesting a revision of the list that it would specifically name each place by roster title, and when the position was at a substation the particular station at which it was located.

On June 5, 1894, the Commission called the Department's attention to the fact that reply had been received to its letter of January 16, returning the designation of December 21 covering excepted places in the Philadelphia post-office.

On October 18, 1894, the following communication was addressed to the Postmaster-General by the Commission:

SIR: Referring to the correspondence that has been had relative to the excepted places in the post-office at Philadelphia, Pa., the Commission has the honor to forward herewith the papers in the case, together with the report of the chief examiner of this Commission relative to the matter, and you are urgently requested to read that report and to consider what the Commission has to say on the subject of excepted places.

The Commission feels that it is absolutely necessary to protest in the strongest terms against the growing abuse of the excepted places. In all the Departments, and especially in the Post-Office Department, the tendency seems to be to have the number of these places grow steadily. The carrier force has as yet been left

* See printed rule on last sheet.

untouched, but the clerical force, by means of the designation of excepted places, has been for years going backward in point of civil-service reform. This tendency has been especially marked during the past eighteen months. The number of excepted places in any office is hardly ever diminished, and in almost every office it tends more or less steadily to increase. There seems to be no reason, from the standpoint of the public service, for excepting the great bulk of these places. These exceptions are requested almost wholly for patronage reasons, and the old incumbents are turned out and new men appointed in their places in nearly every instance for party or personal reasons, with only secondary regard for the good of the service. The course of affairs at the Philadelphia post-office is in itself a plain proof of this statement. For the last six years, under the administrations of Postmasters Harrity, Field, and Carr, these excepted places have steadily grown. Moreover, in this particular post-office all three of the postmasters have again and again made appointments illegally to these places. Postmaster Carr now wants 198 places excepted. Of these, 105 have already been filled by him; of the remaining 86 some were appointed by Harrity, but most of them by Field. From three-fifths to two-thirds of the places are now filled by Democrats, so that there can be no objection urged against removing the places from the excepted list upon the ground that it is to favor only the adherents of one party.

No time could be better chosen for making a radical reduction in the number of these places. The experience of the Commission proves beyond shadow of a doubt that better men would be obtained if they were put in the nonexcepted class than can now be obtained by appointment to the excepted class. A continuity of service would thereby be obtained for the people in these important positions instead of leaving them to be, as they now are, plundered by each successive Administration. The Commission urges that, beginning with Philadelphia forthwith, the list be reduced so as to eliminate everything except a few positions of pecuniary trust and responsibility, which positions, indeed, the Commission thinks could, for the most part, also be eliminated. At any rate, no more of these positions should be left than such as cashier of the office, cashier or financial clerk of the money-order division, and the like. No positions of mere responsibility, such as superintendent, should be included in the excepted list. The Department is also urged to draw up for Philadelphia a designation of the excepted places on the lines of that proposed in the chief examiner's report, although this will not be necessary if the sweeping reduction earnestly advocated by the Commission is made. The Commission is convinced that in no way could the Postmaster-General confer more benefit upon the service under him than by acting favorably on this suggestion of the Commission.

Very respectfully,

CHAS. LYMAN, *Acting President.*

The POSTMASTER-GENERAL,
Washington, D. C.

(Hereto is attached the report of the chief examiner referred to.)

OCTOBER 16, 1894.

The chief examiner has the honor to invite the attention of the Commission to the accompanying list of places submitted by the postmaster of Philadelphia to the Postmaster-General for the purpose of securing a new order of designation. The list is informally referred to the Commission by the Postmaster-General for suggestions.

On January 11 and 12, 1894, the chief examiner invited the attention of the Commission to the fact that it was not possible to identify the positions excepted by the Postmaster-General's designation of December 21, 1893, owing to the confused and constantly changing system of nomenclature applied to the various positions in the Philadelphia post-office.

The designation of December 21, 1893, failed to specify the various positions under the titles by which they were known in the post-office. This was especially true of the registry and money-order divisions. In the former the Postmaster-General designated almost the entire division (24 places) under the title of "registry clerks," but in reporting the places covered by that designation the postmaster gave only one "registry clerk," enumerating the other excepted places under the names of "first clerk," "pouch clerks," "record clerk," "mailing clerks," "station clerk," "opening clerk," "delivery window," "receiving window," "fourth-class window," and "messenger." In the money-order division the Postmaster-General designated as excepted 20 money-order clerks, but the postmaster in reporting the places covered by the designation gave that title to only six of the places, calling the others "cashier," "assistant cashier," "examiners," "domestic clerk," "issuing clerk," "international issuing clerk," "international advice," "miscellaneous clerks," "files clerk," and "messenger." Some of these titles were new, not having been used on former lists, and some of those formerly used were omitted.

The new list from the postmaster, submitted herewith, simplifies the nomenclature. In the money-order division it has but four names of places, viz: "Superintendent,"

stant superintendent," "finance clerk," and "money-order clerk." In the registry division, however, nine names are used, viz: "Superintendent," "assistant superintendent," "registry clerk," "record clerk," "registry mailing clerk," "registry clerk delivery window," "registry clerk receiving window," "registry clerk class window," and "messenger." It will be seen that the titles given by the postmaster do not yet conform to the designation order, but it is presumed that the Postmaster-General intends to issue a new order to conform to the postmaster's

chief examiner, in his reference of last January, did not suggest any plan by which the designation of the Postmaster-General and the lists of the postmaster be brought into harmony in this matter, but had in mind a change in the designation rather than in the titles of positions. It seems to him, however, very desirable that a uniform nomenclature should be adopted for the entire postal service. Persons performing exactly the same kinds of duties in different offices and sometimes in the same office, are now known by different official designations.

In the Philadelphia office there are several persons who appear to be performing substantially the same duties, but who have different roster titles, as in the registry division: "Letter rater, custodian of postage-due stamps;" "assistant superintendent, custodian of postage-due stamps;" "foreman, custodian of postage-due stamps," and "postage-due clerk, custodian of money and postage-due stamps." In Philadelphia a clerk who performs similar duties is called "record and postage clerk." In Philadelphia there are an "assistant superintendent, box division," "foreman, box section;" in St. Louis, a "cashier of box delivery," and in Cincinnati, a "box-rent clerk." In Baltimore employees in the registry division are called "receivers," "dispatchers," "delivery clerks," "entry clerks," "distributors," etc., none of which names it will be seen above are used at the Philadelphia office. At one office clerks in the money-order division are called "money-order tellers," at another, "examiners;" at another, "issuing clerks," "receiving clerks," "distributors," etc., while at other offices they are known only as "money-order clerks."

It is believed that it will be advantageous to the Post-Office Department as well as his Commission to have a uniform system of nomenclature for positions in post-offices, and if the Postmaster-General would adopt such a system it might be made to conform to that system.

It does not seem desirable to retain the present number of names for positions, the number of which differ only slightly in character, but at the same time it is important that each place declared to be excepted shall be so isolated in its designation that it not be mistaken for any other. The official designation should so identify the place that a postmaster need have no excuse for making a mistake in regard to the civil-service rule authorizing the designation of excepted places is unfortunately worded and is possible of the construction which some postmasters have put

on the intention that none shall be treated as excepted under clauses *e* and *f* but who are designated as excepted, but the term "designated as such" may just as well mean designated as "custodians of money, stamps, stamped envelopes, or cards," and some postmasters have so read it, and when additional stamp clerks, have been allowed them by the Post-Office Department, they have treated them as excepted although not designated "as such" by the Postmaster-General. It is therefore desirable that the Postmaster-General's order designating excepted places name them exactly as they are named on the official rosters, and that the names of post-offices shall always be the official roster titles and no others.

It is suggested that here at Philadelphia—and the same system might be applied elsewhere—the new designation of excepted places shall specify each place either by name or by number. If it is decided to simplify the system of naming, it is recommended that a number be given to each place, as "Money-order Clerk No. 1," "Money-order Clerk No. 2," or "Weigher No. 1," "Weigher No. 2," etc. This system of numbering is now used to designate the employees of the customs service.

It is also recommended that whenever the Postmaster-General allows an additional person at any office, in any grade that contains excepted places, that the letter designating the employment of the additional person specify that it is or is not subject to examination, as the case may be.

Attention is called to the excessively large list of places submitted for designation at Philadelphia. Very many of them are places not usually excepted from the exception of which no good reason can be urged. The growth of the list at this office has been quite large and rapid—from 76 places in May, 1891 to August, 1894—greatly in excess of the growth of the office. The number of employees in the office in 1888 was between 1,200 and 1,300, while the number in 1894 is about 1,700—not over 42 per cent of increase of entire force, with an increase in the excepted places of over 150 per cent. The following is a comparison

tive statement, by divisions, of the excepted force at Philadelphia as provided in the designation of the Postmaster-General of May 28, 1888, and as requested the postmaster on August 12, 1894:

	May, 1888.	Aug 1894
Executive division	9	
Mailing division	6	
Delivery division	8	
Money-order division	14	
Registry division	18	
Stations:		
Superintendents	20	
Stamp clerks	3	
Mail order and registry clerks		
Total	76	

a Including for 1894 the "clerks in charge."

The above table shows a heavy increase in each division. The superintendent each division is counted in the division.

The following comparative statement shows (a) the excepted force as treated Postmaster Field during the latter part of his administration of the office; (b) designated in the order of the Postmaster-General of March 3, 1893, and (c) requested by Postmaster Carr on August 12, 1894:

	Field.	March, 1893.	C
Executive division	19	18	
Mailing division	10	5	
Delivery division	6	3	
Money-order and registry division	46	4	
Stations:			
Superintendents	17	17	
Clerks in charge	43	43	
Stamp clerks	9	9	
Money-order and registry clerks	7		
Mailing clerks, etc.	21		
Total	178	97	

In the above table are included: In the executive division, a messenger to postmaster, a messenger to the cashier, two printers excepted by special rule 1, the four absolutely excepted places under clauses a, b, c, and d.

It will be noticed that while Mr. Carr has made very considerable reduction certain quarters, he has made corresponding increases in other quarters. He o several places for the exception of which there is no good excuse, but adds n others for which only a plausible argument can be made, based mainly on the given to the position rather than on its responsibilities. He drops 21 mailing cl etc., at stations, but adds 18 positions in the delivery division and 5 in the ma division.

The following comparative statement shows the changes in Postmaster Carr's views in regard to the excepted list between August 1, 1893, and September 12, 1

	August, 1893.	Sep ber,
Executive division	18	
Mailing division	11	
Delivery division	11	
Registry division	24	
Money-order division	19	
Stations:		
Superintendents	17	
Clerks in charge	42	
Stamp clerks	11	
Money-order and registry clerks	6	
Mailing clerks	30	
Total	189	

Like nearly all other appointing officers, Postmaster Carr objects to surrendering any of the patronage possessed by his predecessor. Nearly every postmaster leaves a larger excepted list than he found. He increases the number little by little, and by this quiet and piecemeal method the nonexcepted force at post-offices is being gradually reduced and must eventually be nearly, if not wholly, wiped out. No inroads have yet been made on the carrier part of the force, but at many of the smaller offices almost the entire clerical force is back in the hands of the spoilsman. As boards of examiners are made up largely from the clerical force, and in most offices necessarily from the excepted lists, it follows that the spoilsman's method seemingly receives the indorsement of the Commission.

There is no good excuse for the exception of the greater number of the places which are taken out from the examination-tested lists at the Philadelphia office and at other post-offices. The same reason that is given for the withdrawal of those that are taken out could be given with equal force for nearly all positions in the postal and railway mail services. This is especially true of all clerks in the registry division of every office. They are asked to be excepted because they "handle registered matter." All railway mail clerks and all carriers handle such matter. In fact, the Philadelphia postmaster asks to have two foremen in the delivery division excepted because they "handle registered matter for carriers." The ordinary clerk in the registry or the money-order division has not so good an opportunity to be dishonest as a carrier or a railway mail clerk.

The paying and receiving tellers in each division do have better opportunities, and a reasonably good excuse may be made in many offices for their exception. But even in these places the "postmaster who is under official bond" "for the fidelity" of his employee has it in his power to protect himself, and in many cases does protect himself by placing the employee under bonds to him, or, as at the Washington, D. C., office, with a position such as stamp clerk, by requiring the employee to carry on the business of stamp selling on his own account—requiring him to purchase and pay for all the stamps that he sells. With such an arrangement the postmaster is in no more danger of loss through his employee than through the general public.

It is not probable that any appointing officer will object to having his own appointees placed under the protection of the civil service rules by their withdrawal from the excepted or unclassified and assignment to the classified nonexcepted list. Each of the appointing officers is generally willing and anxious to have the blanket made a little wider at the close of his administration, but protests against such widening at the close of his predecessor's administration or at the very beginning of his own, before he has had time to make changes. Somebody must surrender something—some portion or the whole of the spoils patronage—in order that civil service rules may be equitably and reasonably applied. It does not seem that any better time can be found to apply them than when the force of employees to which the rules are to apply is about equally divided between the leading political parties. The objection of the Post-Office Department to the designation order of Postmaster-General Wanamaker of March 3, 1893, for the Philadelphia post-office was to the "particular time" when it was issued, and not to the propriety and justness of the act itself. The chief clerk of the Post-Office Department, in letter of January 28, 1893, makes the follow statement:

"If such a radical rearrangement were to be made in the case of your office, it would establish a precedent which would have to be followed, to be logical, for all the other large offices; and to do so at this particular time, within a few weeks of the date when the present Administration will end, might create suspicion that the action was taken for other motives than the good of the service."

Postmaster Carr has now so readjusted his excepted force that he ought to be willing, and the Post-Office Department ought to be willing, to make a radical reduction in the excepted list. Of the 191 excepted positions, 105 are now filled by appointees of Mr. Carr, and 86 by appointees of former postmasters, some of whom were appointed by Postmaster Harrity. Almost 55 per cent of the present excepted force is of Mr. Carr's appointing. It is therefore believed that the present is a good time to bring the excepted list at the Philadelphia office down to what it should be.

The following table shows by divisions the number of Mr. Carr's excepted appointees and the number of those of his predecessors:

	New.	Old.
Executive division.....	11	7
Mailing division.....	5	10
Delivery division.....	15	9
Money-order division.....	9	14
Registry division.....	9	15
Stations.....	56	31
Total.....	105	86

If a reduction can be made in the excepted list at the Philadelphia office it earnestly hoped that it will be radical in character and that it will not stop at point left off by the Postmaster-General's order of March 3, 1893. The reduction the list should wipe out everything except a few positions of pecuniary trust; responsibility, such as cashier of the office, cashier or financial clerk of the money order division, and the like. No positions of mere responsibility, such as superintendent, should be included in the excepted list.

Very respectfully,

WM. H. WEBSTER,
Chief Examiner

The following is a letter from the First Assistant Postmaster-General, dated January 8, 1895:

GENTLEMEN: I beg to return herewith papers in file No. 3422 relative to excepted places in the post-office at Philadelphia, Pa., forwarded to the Department with your letter of October 18, 1894.

Very respectfully,

F. H. JONES,
First Assistant Postmaster-General

CIVIL SERVICE COMMISSION,
Washington, D. C.

There has been no correspondence of particular importance with the Post-Office Department upon the subject of excepted positions in the Philadelphia post-office since January 8, 1895.

November 2, 1894, certain superintendents and custodians of money at all classified post-offices were placed within the nonexcepted class. On January 3, 1895, superintendents at post-office stations at which carriers are employed were placed within the nonexcepted force. On May 6, 1896, all classified positions in the post-office service were placed within the nonexcepted force, with the exception of "assistant postmaster or chief assistant to the postmaster, of whatever designation at each post-office," and "one cashier of each first-class post-office, when employed under the roster title of cashier only."

POSTAL RULE II.

1. To test the fitness for admission to the classified postal service one or more examinations shall be provided as the Commission may determine, which shall include more than the following subjects: Orthography, copying, penmanship, arithmetic (fundamental rules, fractions, and percentage), elements of the geography of the United States, local delivery, reading addresses, physical tests: *Provided*, That when special examinations are needed to test fitness for any place requiring special or technical knowledge or skill, the examination shall include, in addition to the special subjects required, such of the subjects of the regular examination as the Commission may determine.

Noncompetitive examinations.—Such examinations may, with the approval of the Commission, be held under conditions stated in General Rule III, clause 2.

2. No person shall be examined for the position of letter carrier if under 21 over 40 years of age; and no person shall be examined for any other position in classified postal service if under 18 years of age.

3. Any person desiring examination for admission to the classified postal service must make request, in his own handwriting, for a blank form of application, with request, and also his application, shall be addressed as directed by the Commission.

4. The date of reception and also of approval by the board of each of such applications shall be noted on the application paper.

5. Exceptions from examinations in the classified postal service are hereby made as follows:

- (a) Assistant postmaster.
- (b) One private secretary, or one confidential clerk of the postmaster.
- (c) Cashier.
- (d) Assistant cashier.
- (e) Superintendents designated by the Post-Office Department, and reported such to the Commission: *Provided*, That superintendents of mails shall be selected from among the employees of the Railway Mail Service.
- (f) Custodians of money, stamps, stamped envelopes, or postal cards, designated as such by the Post-Office Department, and so reported to the Commission, for which fidelity the postmaster is under official bond.

6. No person appointed to a place under any exception to examination here made shall, within one year after appointment, be transferred to another place also excepted from examination; but a person who has served not less than one year in an examination-excepted place may be transferred in the post-office in which is serving to a place not excepted from examination: *Provided*, That before any s

transfer may be made the Commission must certify that the person whom it is proposed to so transfer has passed an examination to test fitness for the place proposed to be filled by such transfer.

The above rule, with its sections and paragraphs, is referred to several times in the attached papers. This rule was revoked on May 6, 1896.

CIVIL-SERVICE ORDERS.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., December 8, 1897.

Hon. HENRY H. BINGHAM,

Chairman Subcommittee in Charge, etc., House of Representatives.

SIR: The Commission has the honor to acknowledge the receipt of your communication of November 27, requesting certain information.

1. As requested, the Commission transmits herewith copies of all orders of the Presidents made since January 16, 1883, in pursuance of the provisions of section 1753, Revised Statutes, and the act of January 16, 1883.

2. The whole number of persons now included in the classified service is, as near as can be ascertained, about 87,000. The details concerning the number in the classified service on June 30, 1896, will be found in the following extract from the Commission's Thirteenth Report:

Under President Arthur.

By Executive action from July 16, 1883, to March 4, 1885.....	13, 924
By growth of the service:	
Four post-offices, each attaining 50 employees.....	200
Other miscellaneous growth.....	1, 449
Total growth	1, 649
Aggregate positions included from July 16, 1883, to March 4, 1885.....	15, 573

Under President Cleveland, first term

By Executive action:	
The Civil Service Commission, March 1, 1888.....	8
Revision of the classifications at Washington, June 29, 1888.....	1, 931
Railway mail service, December 31, 1888, extended to take effect May 1, 1889.....	5, 320
Total by Executive action.....	7, 259
By growth of the service:	
Sixteen post-offices, each attaining 50 employees.....	800
Other miscellaneous growth.....	3, 698
Total growth	4, 498
Total included under President Cleveland (first term), March 5, 1885, to March 4, 1889.....	11, 757
Aggregate positions included from July 16, 1883, to March 4, 1889.....	27, 330

Under President Harrison.

By Executive action:	
The school employees and physicians in the Indian service, April 13, 1891.....	626
The Fish Commission, May 5, 1892.....	140
The Weather Bureau, January 5, 1893.....	314
Post-Office service, being 548 free-delivery offices, January 5, 1893.....	7, 610
Total by Executive action.....	8, 690
By growth of the service:	
Ten post-offices, each attaining 50 employees.....	500
Other miscellaneous growth.....	6, 408
Total growth	6, 908
Total included under President Harrison, March 5, 1889, to March 4, 1893.....	15, 598
Aggregate positions included from July 16, 1883, to March 4, 1893.....	42, 928

Under President Cleveland, second term.

By Executive action:	
In the Department of Agriculture, May 24, 1895.....	787
In the Department of Interior, July 25, 1894.....	2
In the Post-Office Department, November 2 and December 3, 1894.....	43
Messengers and watchmen in all Departments, November 2, 1894.....	868
Firemen in all Departments, June 15, 1895.....	94
Census Office employees (act of Congress, March 4, 1895)...	90
Internal-Revenue service at large, December 12, 1894.....	2,939
Government Printing Office, June 13, 1895.....	2,709
Pension agencies, July 15, 1895.....	505
Indian service at large, May 11, 1894.....	89
Custom-house service, November 2, 1894.....	1,527
Indian agency and school employees, March 20, 1896.....	743
Revision of the rules, May 6, 1896.....	31,372
Total by Executive action.....	41,768
By growth of the service:	
Twenty-six post-offices given free delivery.....	67
Two customs ports attaining 20 employees.....	52
Other miscellaneous growth (approximate).....	2,293
Total growth.....	2,412
Total included under President Cleveland (second term), March 4, 1893, to May 6, 1896.....	44,180
Aggregate positions included from July 16, 1883, to May 6, 1896.....	87,108

RECAPITULATION.

By Executive action:	
Under President Arthur.....	13,924
Under President Cleveland, first term.....	7,259
Under President Cleveland, second term.....	41,768
Total under President Cleveland's Administrations.....	49,027
Under President Harrison.....	8,690
Total by Executive action.....	71,641
By growth of the service:	
Under President Arthur.....	1,649
Under President Cleveland, first term.....	4,498
Under President Cleveland, second term.....	2,412
Total under President Cleveland's Administrations.....	6,910
Under President Harrison.....	6,908
Total by growth of the service.....	15,467
Aggregate positions included.....	87,108

GENERAL RECAPITULATION.

Under President Arthur:	
By Executive action.....	13,924
By growth of the service.....	1,649
Total under President Arthur.....	15,573
Under President Cleveland, two terms:	
By Executive action.....	49,029
By growth of the service.....	6,910
Total under President Cleveland, two terms.....	55,937
Under President Harrison:	
By Executive action.....	8,690
By growth of the service.....	6,908
Total under President Harrison.....	15,598
Aggregate positions included.....	87,108

in absence of specific reports from the Departments, the number of persons placed within the classified service who entered otherwise than through promotion by the Commission can only be estimated as about 37,000, leaving some the number who were appointed as the result of the Commission's examination.

total appropriations by year and by item for the Commission since its organization will be found in the following extracts from Senate Doc. 186, Fifty-fifth extraordinary session:

Fiscal year.	Stationery.	Printing and binding.	Miscellaneous supplies.	Rent of building.
.....	\$291.45	\$924.52
.....	292.01	3,070.89	\$13.89
.....	651.85	5,327.08	163.54
.....	230.68	4,197.93	.41
.....	644.00	3,908.34	1,537.47
.....	1,115.12	9,607.60	1,385.02
.....	1,255.57	9,843.04	1,150.79
.....	708.48	6,425.60	1,012.09
.....	856.94	6,206.13	1,289.11
.....	1,001.24	8,229.82	1,885.46
.....	1,205.15	14,177.05	2,149.42
.....	1,309.19	8,666.79	2,778.36	\$4,000.00
.....	1,364.65	6,842.30	2,003.14	4,000.00
.....	2,328.77	9,633.40	2,667.19	4,000.00
.....	2,897.76	14,063.55	2,748.08	4,000.00
.....	16,152.86	111,184.04	20,783.97	16,000.00

Year.	Salaries. a	Traveling expenses.	Contingent expenses.	General expenses.
.....	\$4,500.00	b\$3,500.00	\$3,000.00
.....	17,236.40	b2,974.50	5,240.33
.....	19,037.45	956.80	\$2,387.44	681.99
.....	20,658.00	3,000.00	2,720.57
.....	23,800.66	3,322.03	3,161.14
.....	25,121.36	4,016.96
.....	26,500.00	4,592.25	250.00
.....	29,390.16	4,444.24
.....	35,469.92	4,976.78
.....	36,200.00	4,564.96
.....	36,276.38	5,167.10
.....	35,988.64	5,618.54
.....	84,476.14	5,736.59
.....	91,327.63	5,924.07
.....	89,815.71	7,134.42
.....	575,798.45	65,929.24	8,519.15	8,922.32

a not include the salaries of employees detailed from the various Departments.
g incidental expenses.

for both tables..... 823,290.03

and that your committee may deem it advisable to print this communicating copies of the Presidential orders.
Very respectfully,

JOHN R. PROCTER,
WILLIAM G. RICE,
JOHN B. HARLOW,
Commissioners.

1883.

CIVIL-SERVICE RULES.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following rules for the regulation and improvement of the executive civil service are hereby promulgated:

RULE I.

No person in said service shall use his official authority or influence either to coerce the political action of any person or body, or to interfere with any election.

RULE II.

No person in the public service shall for that reason be under any obligations to contribute to any political fund or to render any political service, and he will not be removed or otherwise prejudiced for refusing to do so.

RULE III.

It shall be the duty of collectors, postmasters, assistant treasurers, naval officers, surveyors, appraisers, and custodians of public buildings at places where examinations are to be held, to allow and arrange for the reasonable use of suitable rooms in the public buildings in their charge, and for heating, lighting, and furnishing the same for the purposes of such examinations; and all other executive officers shall in all legal and proper ways facilitate such examinations and the execution of these rules.

RULE IV.

1. All officials connected with any office where or for which any examination is to take place will give the Civil Service Commission and the chief examiner such information as may be reasonably required to enable the Commission to select competent and trustworthy examiners; and the examinations by those selected as examiners, and the work incident thereto, will be regarded as a part of the public business to be performed at such office.

2. It shall be the duty of every executive officer promptly to inform the Commission, in writing, of the removal or discharge from the public service of any examiner in his office, or of the inability or refusal of any such examiner to act in that capacity.

RULE V.

There shall be three branches of the service classified under the civil-service act (not including laborers or workmen or officers required to be confirmed by the Senate), as follows:

1. Those classified in the Departments at Washington shall be designated "The Classified Departmental Service."

2. Those classified under any collector, naval officer, surveyor, or appraiser in any customs district shall be designated "The Classified Customs Service."

3. Those classified under any postmaster at any post-office, including that at Washington, shall be designated "The Classified Postal Service."

4. The classified customs service shall embrace the several customs districts where the officials are as many as fifty, now the following: New York City, N. Y.; Boston, Mass.; Philadelphia, Pa.; San Francisco, Cal.; Baltimore, Md.; New Orleans, La.; Chicago, Ill.; Burlington, Vt.; Portland, Me.; Detroit, Mich.; Port Huron, Mich.

5. The Classified Postal Service shall embrace the several post-offices where the officials are as many as fifty, now the following: Albany, N. Y.; Baltimore, Md.; Boston, Mass.; Brooklyn, N. Y.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Cleveland, Ohio; Detroit, Mich.; Indianapolis, Ind.; Kansas City, Mo.; Louisville, Ky.; Milwaukee, Wis.; Newark, N. J.; New Orleans, La.; New York City, N. Y.; Philadelphia, Pa.; Pittsburg, Pa.; Providence, R. I.; Rochester, N. Y.; St. Louis, Mo.; San Francisco, Cal.; Washington, D. C.

RULE VI.

1. There shall be open, competitive examinations for testing the fitness of applicants for admission to the service. Such examinations shall be practical in their character and, so far as may be, shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the branch of the service which they seek to enter.

2. There shall also be competitive examinations of a suitable character to test the *fitness of persons for promotion in the service.*

RULE VII.

1. The general examinations under the first clause of Rule VI for admission to the service shall be limited to the following subjects: (1) Orthography, penmanship, and copying. (2) Arithmetic—fundamental rules, fractions, and percentage. (3) Interest, discount, and elements of bookkeeping and of accounts. (4) Elements of the English language, letter writing, and the proper construction of sentences. (5) Elements of the geography, history, and government of the United States.

2. Proficiency in each of these subjects shall be credited in grading the standing of the persons examined in proportion to the value of a knowledge of such subjects in the branch or part of the service which the applicant seeks to enter.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the general examination shall be less than sixty-five per centum of complete proficiency in the first three subjects mentioned in this rule, and that measure of proficiency shall be deemed adequate.

4. But for places in which a lower degree of education will suffice, the Commission may limit the examinations to: 1st, penmanship, copying, and orthography; 2d, the fundamental rules of arithmetic; but no person shall be certified under this examination of a less grading than sixty-five per centum on each subject.

5. The Commission may also order examinations of a higher grade, or upon additional or special subjects, to test the capacity and fitness which may be needed in any special place or branch of the service.

RULE VIII.

No question in any examination or proceeding by or under the Commission or examiners shall call for the expression or disclosure of any political or religious opinion or affiliation, nor shall any discrimination be made by reason thereof, if known; and the Commission and its examiners shall discountenance all disclosure before either of them of such opinion by or concerning any applicants for examination or by or concerning anyone whose name is on any register awaiting appointment.

RULE IX.

All regular applications for the competitive examinations for admission to the classified service must be made on blanks in a form approved by the Commission. All requests for such blanks and all applications for examination must be addressed as follows: 1. If for the Classified Departmental Service, to the U. S. Civil Service Commission, Washington, D. C. 2. If for the Classified Postal Service, to the postmaster under whom service is sought. 3. If for the Classified Customs Service, to the head of either customs office in which service is sought. All officers receiving such applications will indorse thereon the date of the reception thereof, and transmit the same to the proper examining board of the district or office where service is sought, or, if in Washington, to the Civil Service Commission.

RULE X.

Every examining board shall keep such records and such papers on file, and make such reports as the Commission shall require, and any such paper or record in the charge of any examining board or any officer shall at all times be open to examination as the Commission shall direct, and upon its request shall be forwarded to the Commission for inspection and revision.

RULE XI.

Every application, in order to entitle the applicant to appear for examination or to be examined, must state, under oath, the facts on the following subjects: (1) Full name, residence, and post-office address; (2) citizenship; (3) age; (4) place of birth; (5) health and physical capacity for the public service; (6) right of preference by reason of military or naval service; (7) previous employment in the public service; (8) business or employment and residence for the previous five years; (9) education. Such other information shall be furnished as the Commission may reasonably require touching the applicant's fitness for the public service. The applicant must also state the number of members of his family in the public service, and where employed, and must also assert that he is not disqualified under section 3 of the civil service act, which is as follows: "That no person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment to which the provisions of this act are applicable."

RULE XII.

1. Every regular application must be supported by proper certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the regulations of the Commission shall provide; but no certificate will be received which is inconsistent with the tenth section of the civil service act.

2. No one shall be entitled to be examined for admission to the classified postal service if under sixteen or over thirty-five years of age, or to the classified customs service or to the classified departmental service if under eighteen or over forty-five years of age; but no one shall be examined for appointment to any place in the classified customs service, except that of clerk or messenger, who is under twenty-one years of age; but these limitations of age shall not apply to honorably discharged soldiers and sailors of the last war who are otherwise duly qualified.

RULE XIII.

1. The date of the reception of all regular applications for the classified departmental service shall be entered of record by the Commission, and of all other regular applications by the proper examining boards of the district or office for which they are made; and applicants, when in excess of the number that can be examined at a single examination, shall be notified to appear in their order on the respective records. But any applicants in the several States and Territories for appointment in the classified departmental service may be notified to appear for examination at any place at which an examination is to be held, whether in any State or Territory, or in Washington, which shall be deemed most convenient for them.

2. The Commission is authorized, in aid of the apportionment among the States and Territories, to hold examinations at places convenient for applicants from different States and Territories, or for those examination districts which it may designate and which the President shall approve.

RULE XIV.

Those examined shall be graded, and shall have their grade marked upon a register after those previously thereon, in the order of their excellence as shown by their examination papers, except that those from the same State or Territory may be entered upon the register together, in the order of relative excellence, to facilitate apportionment. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

RULE XV.

The Commission may give a certificate to any person examined, stating the grade which such person attained and the proficiency in the several subjects, shown by the markings.

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him by the Commission or the proper examining board four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had to the apportionment of appointments to States and Territories, and from the said four a selection shall be made for the vacancy.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia, upon the basis of population as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, the four highest of that sex shall be certified, otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than three times to the same officer in the customs or postal service, or more than twice to any department at Washington, unless upon request of the appointing officer; nor shall any one remain eligible more than one year upon any register. And no person while remaining eligible on any register shall be admitted to a new examination of the same grade.

RULE XVII.

1. Every original appointment or employment in said classified service shall be for the probationary period of six months, at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory, the probationer shall be absolutely appointed or employed; but otherwise, be deemed out of the service.

every officer under whom any probationer shall serve during any part of the term provided for by these rules shall carefully observe the quality and value of the service rendered by such probationer, and shall report to the proper appointing officer, in writing, the facts observed by him, showing the character and qualifications of such probationer and of the service performed by him, and such reports shall be preserved on file.

Any false statement knowingly made by any person in his application for appointment, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for denial or discharge of such person during his probation.

RULE XVIII.

The head of a Department or office shall notify the Commission of the name of the person appointed to or employed in the classified service under him (giving the date of the appointment and the designation of the office or place) from those listed under the Commission, and shall also inform the Commission of the date of rejection or final appointment or employment of any probationer, and of the date of removal, discharge, resignation, transfer, or death of any such person during his probation.

RULE XIX.

Persons are excepted from examination the following: (1) The confidential clerk or messenger of any head of a Department or office; (2) cashiers of collectors; (3) cashiers of postmasters; (4) superintendents of money-order divisions in post-offices; (5) direct custodians of money for whose fidelity another officer is under official bond; these exceptions shall not extend to any official below the grade of assistant cashier or teller; (6) persons employed exclusively in the secret service of the Department, or as translators, or interpreters, or stenographers; (7) persons whose service is exclusively professional; (8) chief clerks, superintendents, and assistants in divisions or bureaus; but no person so excepted shall be either transferred, demoted, or promoted, unless to some excepted place, without an examination by the Commission. Promotions may be made without examinations in offices where examinations for promotion are not now held until rules on the subject shall be adopted.

RULE XX.

The failure of competent persons to attend and be examined, or the prevalence of any contagious disease or other sufficient cause, shall make it impracticable to supply a reason for any appointment the names of persons who have passed a competitive examination, the appointment may be made of a person who has passed a non-competitive examination, which examination the Commission may provide for; but the report shall give the reason for such resort to noncompetitive examination.

RULE XXI.

The Civil Service Commission will make appropriate regulations for carrying these rules into effect.

RULE XXII.

A violation by any officer in the executive civil service of these rules, or of any section of the 12th, 13th, or 14th section of the civil service act, relating to political activity, shall be good cause for removal.

CHESTER A. ARTHUR.

EXECUTIVE MANSION, May 7, 1883.

CIVIL SERVICE RULES.

The exercise of the power vested in the President by the Constitution, and by the 1733d section of the Revised Statutes and of the civil service act of January 16, 1883, the following rules for the regulation and improvement of the executive civil service are hereby amended and promulgated, as follows:

RULE VI.

There shall be open, competitive examinations for testing the fitness of applicants for admission to the service. Such examinations shall be practical in their character, and, so far as may be, shall relate to those matters which will fairly test

the relative capacity and fitness of the persons examined to discharge the duties of the branch of the service which they seek to enter.

2. There shall, so far as they may be deemed useful, be competitive examinations of a suitable character to test the fitness of persons for promotion in the service.

RULE VII.

1. The general examinations under the first clause of Rule VI for admission to the service shall be limited to the following subjects: (1) Orthography, penmanship, and copying; (2) arithmetic, fundamental rules, fractions, and percentage; (3) interest, discount, and elements of bookkeeping and of accounts; (4) elements of the English language, letter writing, and the proper construction of sentences; (5) elements of the geography, history, and Government of the United States.

2. Proficiency in each of these subjects shall be credited in grading the standing of the persons examined in proportion to the value of a knowledge of such subjects in the branch or part of the service which the applicant seeks to enter.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the general examination shall be less than sixty-five per centum of complete proficiency in the first three subjects mentioned in this rule, and that measure of proficiency shall be deemed adequate.

4. But for places in which a lower degree of education will suffice the Commission may limit the examinations to less than the five subjects above mentioned, but no person shall be certified for appointment under this clause whose grading shall be less than an average of sixty-five per centum on such of the first three subjects or parts thereof as the examination may embrace.

5. The Commission may also order examinations upon other subjects, of a technical or special character, to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations hereunder may be competitive or noncompetitive, and the maximum limitations of age contained in the twelfth rule shall not apply to applicants for the same. The application for and notice of these special examinations, the records thereof, and the certification of those found competent shall be such as the Commission may provide for. After consulting the head of any Department or office, the Commission may from time to time designate, subject to the approval of the President, the positions therein for which applicants may be required to pass this special examination.

RULE VIII.

No question in any examination or proceeding by or under the Commission or examiners shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known no discrimination shall be made by reason thereof by the examiners, the Commission, or the appointing power. The Commission and its examiners shall discountenance all disclosure, before either of them, of such opinion by or concerning any applicant for examination or by or concerning anyone whose name is on any register awaiting appointment.

RULE XI.

Every application, in order to entitle the applicant to appear for examination or to be examined, must state, under oath, the facts on the following subjects: (1) Full name, residence, and post-office address. (2) Citizenship. (3) Age. (4) Place of birth. (5) Health and physical capacity for the public service. (6) Right of preference by reason of military or naval service. (7) Previous employment in the public service. (8) Business or employment and residence for the previous five years. (9) Education. Such other information shall be furnished as the Commission may reasonably require touching the applicant's fitness for the public service. The applicant must also state the number of members of his family in the public service and where employed, and must also assert that he is not disqualified under section 8 of the civil-service act, which is as follows:

"That no person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment to which the provisions of this act are applicable."

No person under enlistment in the Army or Navy of the United States shall be examined under these rules.

RULE XIII.

1. The date of the reception of all regular applications for the Classified Departmental Service shall be entered of record by the Commission, and of all other regular applications by the proper examining boards of the district or office for which they are made; and applicants, when in excess of the number that can be examined at a

single examination, shall, subject to the needs of apportionment, be notified to appear in their order on the respective records. But any applicants in the several States and Territories for appointment in the Classified Departmental Service may be notified to appear for examination at any place at which an examination is to be held, whether in any State or Territory or in Washington, which shall be deemed most convenient for them.

2. The Commission is authorized, in aid of the apportionment among the States and Territories, to hold examinations at places convenient for applicants from different States and Territories, or for those examination districts which it may designate and which the President shall approve.

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him, by the Commission or the proper examining board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had to the apportionment of appointments to States and Territories, and from the said four a selection shall be made for the vacancy.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia upon the basis of population as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, the four highest of that sex shall be certified; otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than four times to the same office in the customs or postal service, or more than twice to any Department at Washington, unless upon request of the appointing officer; nor shall anyone remain eligible more than one year upon any register. No person while remaining eligible on any register shall be admitted to a new examination, and no person having failed upon any examination shall within six months thereafter be admitted to another examination without the consent of the Commission; but these restrictions shall not extend to examinations under clause 5 of rule 7.

RULE XVIII.

Every head of a Department or office shall notify the Commission of the name of every person appointed to or employed in the classified service under him (giving the date of the appointment and the designation of the office or place) from those examined under the Commission, and shall also inform the Commission of the date of any rejection or final appointment or employment of any probationer, and of the promotion, removal, discharge, resignation, transfer, or death of any such person after probation. Every head of an office in the postal or customs service shall give such information on these subjects to the board of examiners for his office as the regulations of the Commission may provide for.

RULE XIX.

There are excepted from examination the following: (1) The confidential clerk or secretary of any head of Department or office; (2) cashiers of collectors; (3) cashiers of postmasters; (4) superintendents of money-order divisions in post-offices; (5) the direct custodians of money for whose fidelity another officer is under official bond, but these exceptions shall not extend to any official below the grade of assistant cashier or teller; (6) persons employed exclusively in the secret service of the Government, or as translators or interpreters or stenographers; (7) persons whose employment is exclusively professional; (8) chief clerks, deputy collectors, and superintendents, or chiefs of divisions or bureaus. But no person so excepted shall be either transferred, appointed, or promoted, unless to some excepted place, without an examination under the Commission. Promotions may be made without examinations in offices where examinations for promotion are not now held until rules on the subject shall be promulgated.

Approved, November 7, 1883.

CHESTER A. ARTHUR.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE XII.

1. Every regular application must be supported by proper certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the regulations of the Commission shall provide; but no certificate will be received which is inconsistent with the tenth section of the civil-service act.

2. No one shall be entitled to be examined for admission to the Classified Postal Service if under sixteen or over thirty-five years of age, or to the Classified Customs Service or to the Classified Departmental Service if under eighteen or over forty-five years of age; but no one shall be examined for appointment to any place in the Classified Customs Service except that of clerk or messenger who is under twenty-one years of age; but these limitations of age shall not apply to persons honorably discharged from the military or naval service of the country who are otherwise duly qualified.

Approved, December 5, 1883.

CHESTER A. ARTHUR.

1884.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes and of the civil-service act approved January 16, 1883, the following rule and the amendment to rule 16 for the regulation and improvement of the executive civil service are hereby promulgated:

RULE 21.

1. No person shall be promoted, without examination under these rules, from any position for which an examination is not required to any position for which an examination is required under the rules; nor shall any person who has passed only a limited examination under clause 4 of rule 7 for the lower classes or grades in the departmental or customs service be promoted within two years after appointment to any position giving a salary of \$1,000 or upwards without first passing an examination under Clause I of said rule, and such examination shall not be allowed within the first year after appointment.

2. But a person who has passed the examination under said Clause I and has accepted a position giving a salary of \$900 or less shall have the same right of promotion as if originally appointed to a position giving a salary of \$1,000 or more.

3. The Commission may at any time certify for a \$900 or any lower place in the classified service any person upon the register who has passed the examination under Clause I of rule 7 if such person does not object before such certification is made.

II. The following words are added as a fifth clause at the end of rule 16, viz:

5. Any person appointed to or employed in any part of the classified service, after due certification for the same under these rules, who shall be dismissed or separated therefrom without fault or delinquency on his part, may be reappointed or reemployed in the same part or grade of such service at the same office, within eight months next following such dismissal or separation, without further examination.

III. It is further ordered that the rule heretofore designated 21 be hereafter designated 22, and 22 as rule 23.

Approved, January 18, 1884.

CHESTER A. ARTHUR.

CIVIL-SERVICE RULES.

In the exercise of the power vested in the President by the Constitution and by virtue of the 1753d section of the Revised Statutes and of the civil-service act, approved January 16, 1883, the following rules for the regulation and improvement of the executive civil service are amended, as stated below, and are hereby promulgated:

1. Rule eleven is amended by adding thereto a second clause, as follows:

"2. The Commission may by regulations, subject to change at any time by the President, declare the kind and measure of ill health, physical incapacity, misrepresentation, and bad faith which may properly exclude any person from the right of examination, grading, or certification under these rules. It may also provide for medical certificates of physical capacity in the proper cases, and for the appropriate certification of persons so defective in sight, speech, hearing, or otherwise as to be

y disqualified for some of the duties of the part of the service which they
ter."

second clause of rule twelve is amended by substituting for the first line
second line thereof down to the word "age," therein (as printed in the
port of the Commission) the following words:

he shall be entitled to be examined for admission to the classified postal
under sixteen or over thirty-five years of age, excepting messengers,
and other junior assistants, who must not be under fourteen years of age."
twenty-one, as printed in said report, is amended by substituting for the
lines and the third line down to the word "rules" therein the following

erson, unless excepted under rule nineteen, shall be admitted into the
civil service from any place not within said service without an examina-
certification under the rules."
ed, April 23, 1884.

CHESTER A. ARTHUR.

CIVIL-SERVICE RULES.

exercise of the power vested in the President by the Constitution, and by
the 1753d section of the Revised Statutes, and of the civil-service act,
January 16, 1883, the following rule for the regulation and improvement
cutive civil service is amended, as stated below, and is hereby promulgated:
even is amended by striking out the last sentence of said rule, as printed
nual report of the Commission, and inserting in place thereof the follow-
ly:

erson under enlistment in the Army or Navy of the United States shall be
under these rules, except for some place in the Department under which
sted requiring special qualifications, and with the consent in writing of
of such Department."
ed, April 23, 1884.

CHESTER A. ARTHUR.

exercise of the power vested in the President by the Constitution, and by
the 1753d section of the Revised Statutes, and of the civil-service act,
January 16, 1883, the following special rule for the regulation and improve-
he executive civil service is hereby promulgated:

SPECIAL RULE.

son who was employed on or before the 16th day of January, 1883, in any
Department at Washington in a position not included in the classified
said Department, but who was at that date exclusively engaged in the
a clerk or copyist, and who has since been continuously so engaged, may,
cretion of the head of the Department, be treated as within the classified
the Department in a grade corresponding to such duties, provided such
s either already passed an examination under the civil-service rules or
an appropriate competitive or noncompetitive examination thereunder,
of sixty-five per cent or upward.
ed, June 12, 1884.

CHESTER A. ARTHUR.

exercise of the power vested in the President by the Constitution, and by
the 1753d section of the Revised Statutes and of the civil-service act
January 16, 1883, the following special rule for the regulation and improve-
ie executive civil service is hereby promulgated:

SPECIAL RULE.

nes of all persons who shall have successfully passed their examination
civil-service rules previous to July 16, 1884, may remain on the register of
igible for appointment two years from the date of their respective regis-
nless sooner appointed.
ed, July 18, 1884.

CHESTER A. ARTHUR.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes and of the civil-service act approved January 16, 1883, the following special rule for the regulation and improvement of the executive civil service is hereby promulgated:

SPECIAL RULE No. 3.

Appointments to the 150 places in the Pension Office provided to be filled by the act of July 7th, 1884, except so far as they may be filled by promotions, must be separately apportioned by the appointing power in as near conformity to the second section of the act of January 16, 1883, as the need of filling them promptly and the residence and qualifications of the applicants will permit.

Approved, July 22, 1884.

CHESTER A. ARTHUR.

FILE NOVEMBER 10, 1884.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes and of the civil-service act approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated:

RULE XIX.

There are excepted from examination the following: (1) The confidential clerk or secretary of any head of Department or office. (2) Cashiers of collectors. (3) Cashiers of postmasters. (4) Superintendents of money-order divisions in post-offices. (5) The direct custodians of money for whose fidelity another officer is under official bond and disbursing officers having the custody of money who give bonds; but these exceptions shall not extend to any official below the grade of assistant cashier or teller. (6) Persons employed exclusively in the secret service of the Government, or as translators, or interpreters, or stenographers. (7) Persons whose employment is exclusively professional. (8) Chief clerks, deputy collectors and superintendents, or chiefs of divisions and bureaus. But no person so excepted shall be either transferred, appointed, or promoted, unless to some excepted place, without an examination under the Commission. Promotions may be made without examination in offices where examinations for promotion are not now held until rules on this subject shall be promulgated.

Approved, November 10, 1884.

CHESTER A. ARTHUR.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil service act, approved January 16, 1883, the following rules for the regulation and improvement of the Executive civil service are hereby amended and promulgated as follows:

RULE V.

There shall be three branches of the service classified under the civil service act (not including laborers or workmen or officers required to be confirmed by the Senate), as follows:

1. Those classified in the Departments at Washington shall be designated "The Classified Departmental Service."

2. Those classified under any collector, naval officer, surveyor, or appraiser in any customs district, shall be designated "The Classified Customs Service."

3. Those classified under any postmaster at any post-office, including that at Washington, shall be designated "The Classified Postal Service."

4. The Classified Customs Service shall embrace the several customs districts where the officials are as many as fifty, now the following: New York City, N. Y.; Boston, Mass.; Philadelphia, Pa.; San Francisco, Cal.; Baltimore, Md.; New Orleans, La.; Chicago, Ill.; Burlington, Vt.; Portland, Me.; Detroit, Mich.; Port Huron, Mich.

5. The Classified Postal Service shall embrace the several post-offices where the officials are as many as fifty, now the following: Albany, N. Y.; Baltimore, Md.; Boston, Mass.; Brooklyn, N. Y.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Cleveland, Ohio; Detroit, Mich.; Indianapolis, Ind.; Jersey City, N. J.; Kansas City, Mo.; Louisville, Ky.; Milwaukee, Wis.; Minneapolis, Minn.; Newark, N. J.; New Orleans, La.; New York City, N. Y.; Philadelphia, Pa.; Pittsburgh, Pa.; Providence, R. I.; Rochester, N. Y.; St. Louis, Mo.; St. Paul, Minn.; San Francisco, Cal.; Washington, D. C.

RULE VII.

1. The general examinations under the first clause of Rule VI for admission to the service shall be limited to the following subjects: (1) Orthography, penmanship, and copying. (2) Arithmetic—fundamental rules, fractions, and percentage. (3) Interest, discount, and elements of bookkeeping and of accounts. (4) Elements of the English language, letter writing, and the proper construction of sentences. (5) Elements of the geography, history, and government of the United States.

2. Proficiency in any subject upon which an examination shall be held shall be credited in grading the standing of the persons examined in proportion to the value of a knowledge of such subject in the branch or part of the service which the applicant seeks to enter.

3. No one shall be entitled to be certified for appointment whose standing upon a just grading in the general examination shall be less than sixty-five per centum of complete proficiency in the first three subjects mentioned in this rule, and that measure of proficiency shall be deemed adequate.

4. For places in which a lower degree of education will suffice, the Commission may limit the examinations to less than the five subjects above mentioned; but no person shall be certified for appointment under this clause whose grading shall be less than an average of sixty-five per centum on such of the first three subjects or parts thereof as the examination may embrace.

5. The Commission may also order examinations upon other subjects of a technical or special character to test the capacity which may be needed in any part of the classified service which requires peculiar information or skill. Examinations hereunder may be competitive or noncompetitive, and the maximum limitations of age contained in the twelfth rule shall not apply to applicants for the same. The application for and notice of these special examinations, the records thereof, and the certification of those found competent shall be such as the Commission may provide for. After consulting the head of any Department or office, the Commission may, from time to time, designate, subject to the approval of the President, the positions therein for which applicants may be required to pass the special examination.

RULE XI.

1. Every application, in order to entitle the applicant to appear for examination or to be examined, must state, under oath, the facts on the following subjects: (1) Full name, residence, and post-office address; (2) citizenship; (3) age; (4) place of birth; (5) health and physical capacity for the public service; (6) right of preference by reason of military or naval service; (7) previous employment in the public service; (8) business or employment and residence for the previous five years; (9) education. Such other information shall be furnished as the Commission may reasonably require touching the applicant's fitness for the public service. The applicant must also state the number of members of his family in the public service, and where employed, and must also assert that he is not disqualified under section 8 of the civil-service act, which is as follows: "That no person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment to which the provisions of this act are applicable." No person dismissed from the public service for misconduct shall be admitted to examination within two years thereafter.

2. No person under enlistment in the Army or Navy of the United States shall be examined under these rules, except for some place in the Department under which he is enlisted requiring special qualifications, and with the consent in writing of the head of such Department.

3. The Commission may, by regulations, subject to change at any time by the President, declare the kind and measure of ill health, physical incapacity, misrepresentation, and bad faith which may properly exclude any person from the right of examination, grading, or certification under these rules. It may also provide for medical certificates of physical capacity in the following cases, and for the appropriate certification of persons so defective in sight, speech, hearing, or otherwise as to be apparently disqualified for some of the duties of the part of the service which they seek to enter.

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him, by the Commission or the proper examining board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remain eligible, regard being had to any right of preference and to the apportionment of appointments to States and Territories; and from the said four a selection shall be made for the vacancy. But if a person is on both a general and special register he need be

certified from the former only at the discretion of the Commission until he has remained two months upon the latter.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia, upon the basis of population as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, persons of that sex shall be certified, otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than four times to the same officer in the customs or postal service, or more than twice to any Department at Washington, unless upon request of the appointing officer; nor shall any one remain eligible more than one year upon any register; but these restrictions shall not extend to examinations under clause 5 of rule 7. No person while remaining eligible on any register shall be admitted to a new examination, and no person having failed upon any examination shall within six months thereafter be admitted to another examination without the consent of the Commission.

5. Any person appointed to or employed in any part of the classified service, after due certification for the same under these rules, who shall be dismissed or separated therefrom without cause or delinquency on his part, may be reappointed or reemployed in the same part or grade of such service at the same office, within eight months next following such dismissal or separation, without further examination.

RULE XVII.

1. Every original appointment or employment in said classified service shall be for the probationary period of six months, at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory, the probationer shall be absolutely appointed or employed, but otherwise be deemed out of the service.

2. Every officer under whom any probationer shall serve during any part of the probation provided for by these rules shall carefully observe the quality and value of the service rendered by such probationer, and shall report to the proper appointing officer, in writing, the facts observed by him, showing the character and qualifications of such probationer, and of the service performed by him; and such report shall be preserved on file.

3. Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, and every deception or fraud practiced by him or by any person in his behalf and with his knowledge to influence his examination, certification, or appointment, shall be regarded as good cause for the removal or discharge of such person during his probation or thereafter.

RULE XXI.

1. No person, unless excepted under rule 19, shall be admitted into the classified civil service from any place not within said service without an examination and certification under the rules; nor shall any person who has passed only a limited examination under clause 4 of rule 7 for the lower classes or grades in the departmental or customs service be appointed, or be promoted within two years after appointment, to any position giving a salary of \$1,000 or upward, without first passing an examination under clause 1 of said rule; and such examination shall not be allowed within the first year after appointment.

2. But a person who has passed the examination under said clause 1, and has accepted a position giving a salary of \$900 or less, shall have the same right of promotion as if originally appointed to a position giving a salary of \$1,000 or more.

3. The Commission may at any time certify for a \$900, or any lower place in the classified service, any person upon the register who has passed the examination under clause 1 of rule 7, if such person does not object before such certification is made.

RULE XXII.

Any person who has been in the classified departmental service for one year or more immediately previous, may, when the needs of the service require it, be transferred or appointed to any other place therein upon producing a certificate from the Civil Service Commission that a person has passed, at the required grade, one or more examinations, which are together equal to that necessary for original entrance to the place which would be secured by the transfer or appointment.

RULE XXIII.

The Civil Service Commission will make appropriate regulations for carrying these rules into effect.

RULE XXIV.

Every violation by any officer in the executive civil service of these rules, or of the 11th, 12th, 13th, or 14th sections of the civil-service act, relating to political assessments, shall be good cause for removal.

Approved, December 5, 1884.

CHESTER A. ARTHUR.

1885.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following rules for the regulation and improvement of the executive civil service are hereby amended and promulgated as follows:

RULE V.

There shall be three branches of the service, classified under the civil-service act (not including laborers or workmen or officers required to be confirmed by the Senate), as follows:

1. Those classified in the Departments at Washington shall be designated "The Classified Departmental Service."

2. Those classified under any collector, naval officer, surveyor, or appraiser in any customs district shall be designated "The Classified Customs Service."

3. Those classified under any postmaster at any post-office, including that at Washington, shall be designated "The Classified Postal Service."

4. The classified customs service shall embrace the several customs districts where the officials are as many as fifty, now the following: New York City, N. Y.; Boston, Mass.; Philadelphia, Pa.; San Francisco, Cal.; Baltimore, Md.; New Orleans, La.; Chicago, Ill.; Burlington, Vt.; Portland, Me.; Detroit, Mich.; Port Huron, Mich.

5. The classified postal service shall embrace the several post-offices where the officials are as many as fifty, now the following: Albany, N. Y.; Baltimore, Md.; Boston, Mass.; Brooklyn, N. Y.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Cleveland, Ohio; Detroit, Mich.; Indianapolis, Ind.; Jersey City, N. J.; Kansas City, Mo.; Louisville, Ky.; Milwaukee, Wis.; Minneapolis, Minn.; Newark, N. J.; New Haven, Conn.; New Orleans, La.; New York City, N. Y.; Philadelphia, Pa.; Pittsburg, Pa.; Providence, R. I.; Rochester, N. Y.; St. Louis, Mo.; St. Paul, Minn.; San Francisco, Cal.; Washington, D. C.

6. Whenever within the meaning of said act the clerks and persons employed by the collector, naval officer, surveyor, and appraisers, or either of them, in any customs district shall be as many as fifty, any existing classification for the customs service shall apply thereto, and when the number of clerks and persons employed at any post-office shall be as many as fifty, any existing classification of those in the postal service shall apply thereto; and thereafter the Commission will provide for examinations for filling the vacancies at said offices, and the rules will be applicable thereto.

RULE XIII.

1. The date of the reception of all regular applications for the classified departmental service shall be entered of record by the Commission, and of all other regular applications by the proper examining boards of the district or office for which they are made; and applicants, when in excess of the number that can be examined at a single examination, shall, subject to the needs of apportionment, be notified to appear in their order on the respective records. But any applicants in the several States and Territories for appointment in the classified departmental service may be notified to appear for examination at any place at which an examination is to be held, whether in any State or Territory, or in Washington, which shall be deemed most convenient for them.

2. The Commission is authorized, in aid of the apportionment among the States and Territories, to hold examinations at places convenient for applicants from different States and Territories, or for those examination districts which it may designate and which the President shall approve.

3. The Commission may, by regulation, provide for dropping from any record the applicants whose names have remained thereon for six months or more without having been reached in due course for notification to be examined.

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him by the Commission, or the proper examining

board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had to any right of preference and to the apportionment of appointments to States and Territories, and from the said four a selection shall be made for the vacancy. But if a person is on both a general and a special register he need be certified from the former only, at the discretion of the Commission, until he has remained two months upon the latter.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia, upon the basis of population as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, persons of that sex shall be certified, otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than four times to the same officer in the customs or postal service, or more than three times to any Department at Washington, unless upon request of the appointing officer; nor shall anyone remain eligible more than one year upon any register; but these restrictions shall not extend to examinations under clause 5 of rule 7. No person while remaining eligible on any register shall be admitted to a new examination, and no person having failed upon any examination shall within six months thereafter be admitted to another examination without the consent of the Commission.

5. Any person appointed to or employed in any part of the classified service, after due certification for the same under these rules, who shall be dismissed or separated therefrom without fault or delinquency on his part, may be reappointed or reemployed in the same part or grade of such service in the same Department or office within one year next following such dismissal or separation without further examination, on such certification as the Commission may provide.

Approved January 24, 1885.

CHESTER A. ARTHUR.

EXECUTIVE MANSION, *January 26, 1885.*

Respectfully forwarded to the Secretary of State, with the request that a copy of the within (approved) amendments to the civil service rules be furnished the Civil Service Commission.

By direction of the President:

O. L. PRUDEN, *Assistant Secretary.*

In the exercise of the power vested in the President by the Constitution and by virtue of the 1753d section of the Revised Statutes, and of the civil service act approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him, by the Commission or the proper examining board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had to any right of preference and to the apportionment of appointments to States and Territories; and from the said four a selection shall be made for the vacancy. But if a person is on both a general and a special register he need be certified from the former only, at the discretion of the Commission until he has remained two months upon the latter.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia, upon the basis of population, as ascertained at the last preceding census.

3. In case the request for any such certification, or any law or regulation shall call for those of either sex, persons of that sex shall be certified, otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than four times to the same officer in the customs or postal service, or more than three times to any Department at Washington, unless upon request of the appointing officer, nor shall anyone remain eligible more than one year upon any register, but these restrictions shall not extend to examinations under clause 5 of rule 7. No person while remaining eligible on any register shall be admitted to a new examination, and no person having failed upon any examination shall within six months thereafter be admitted to another examination, without the consent of the Commission.

5. Any person appointed to or employed in any part of the classified service, after due certification for the same under these rules, who shall be dismissed or separated therefrom without fault or delinquency on his part, may be reappointed or reemployed in the same part or grade of such service in the same department or office, within one year next following such dismissal or separation, without further examination, on such certification as the Commission may provide.

Approved, February 11, 1885.

CHESTER A. ARTHUR.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753rd section of the Revised Statutes and of the civil-service act approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him by the Commission, or the proper examining board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had to any right of preference and to the apportionment of appointments to States and Territories; and from the said four a selection shall be made for the vacancy. But if a person is on both a general and a special register he need be certified from the former only, at the discretion of the Commission, until he has remained two months upon the latter.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia, upon the basis of population as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, persons of that sex shall be certified; otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than four times to the same officer in the customs or postal service, or more than three times to any Department at Washington, unless upon request of the appointing officer; nor shall anyone remain eligible more than one year upon any register, except as may be provided by regulation; but these restrictions shall not extend to examinations under clause 5 of rule

7. No person while remaining eligible on any register shall be admitted to a new examination, and no person having failed upon any examination shall, within six months thereafter, be admitted to another examination without the consent of the Commission.

5. Any person appointed to or employed in any part of the classified service, who shall be dismissed or separated therefrom without fault or delinquency on his part, may be reappointed or reemployed in the same part or grade of such service in the same department or office, within one year next following such dismissal or separation, without further examination, on such certification as the Commission may provide.

Approved, February 27, 1885.

CHESTER A. ARTHUR.

EXECUTIVE MANSION, *March 2, 1885.*

Respectfully forwarded to the Secretary of State with a request that a copy of the within amendment to the civil-service rules be furnished the Civil Service Commission. By direction of the President:

O. L. PRUDEN, *Asst. Secy.*

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753rd section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE XXII.

Any person who has been in the classified departmental service for one year or more immediately previous, may, when the needs of the service require it, be transferred or appointed to any other place therein upon producing a certificate from the Civil Service Commission that such person has passed at the required grade one or

more examinations, which are together equal to that necessary for original entrance to the place which would be secured by the transfer or appointment; and any person who has for three years last preceding served as a clerk in the office of the President of the United States may be transferred or appointed to any place in the classified service without examination.

Approved, March 18, 1885.

GROVER CLEVELAND.

EXECUTIVE MANSION, *March 19, 1885.*

Respectfully forwarded to the Secretary of State with a request that a copy of the within amended civil-service rule be furnished the Civil Service Commission.

By direction of the President:

DANIEL S. LAMONT, *Private Secretary.*

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16th, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE XI.

1. Every application, in order to entitle the applicant to appear for examination or to be examined, must state under oath the facts on the following subjects: (1) Full name, residence, and post-office address. (2) Citizenship. (3) Age. (4) Place of birth. (5) Health and physical capacity for the public service. (6) Right of preference by reason of military or naval service. (7) Previous employment in the public service. (8) Business or employment and residence for the previous five years. (9) Education. Such other information shall be furnished as the Commission may reasonably require touching the applicant's fitness for the public service. The applicant must also state the number of members of his family in the public service, and where employed, and must also assert that he is not disqualified under section 8 of the civil-service act, which is as follows: "That no person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment to which the provisions of this act are applicable." No person dismissed from the public service for misconduct, and no person who has not been absolutely appointed or employed after probation shall be admitted to examination within two years thereafter.

2. No person under enlistment in the Army or Navy of the United States shall be examined under these rules, except for some place in the Department under which he is enlisted requiring special qualifications, and with the consent in writing of the head of such Department.

3. The Commission may by regulations, subject to change at any time by the President, declare the kind and measure of ill health, physical incapacity, misrepresentation, and bad faith which may properly exclude any person from the right of examination, grading, or certification under these rules. It may also provide for medical certificates of physical capacity in the proper cases; and for the appropriate certification of persons so defective in sight, speech, hearing, or otherwise as to be apparently disqualified for some of the duties of the part of the service which they seek to enter.

Approved, June 2d, 1885.

GROVER CLEVELAND.

EXECUTIVE MANSION, *June 3, 1885.*

Respectfully forwarded to the Secretary of State with a request that a copy of the within amended civil-service rule be furnished the Civil Service Commission.

By direction of the President:

DANIEL S. LAMONT, *Private Secretary.*

FILED UNDER 16 JUNE, 1885.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753rd section of the Revised Statutes, and of the civil-service act approved January 16th, 1883, the eighth clause of rule nineteen for the regulation and improvement of the executive civil service is hereby amended so as to read as follows:

"8. Chief clerks, deputy collectors, deputy naval officers, deputy surveyors of customs, and superintendents or chiefs of divisions or bureaus."
And the same is hereby promulgated.
Approved, June 15, 1885.

GROVER CLEVELAND.

EXECUTIVE MANSION, June 16, 1885.

Respectfully forwarded to the Secretary of State with a request that he furnish the Civil Service Commission a copy of the within amended civil-service rule.
By direction of the President:

DANIEL S. LAMONT, *Private Secretary*.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16th, 1883, the following special rule for the regulation and improvement of the executive civil service is hereby promulgated:

SPECIAL RULE NO. 4.

Appointments to the 150 places in the Pension Office provided to be filled by the act of March 3rd, 1885, except so far as they may be filled by promotions or transfers, must be separately apportioned by the appointing power in as near conformity to the second section of the act of January 16th, 1883, as the need of filling them promptly and the residence and qualifications of the applicants will permit.

Approved, July 16, 1885.

GROVER CLEVELAND.

EXECUTIVE MANSION, July 17, 1885.

Respectfully forwarded to the Secretary of State with a request that he furnish a copy of the within "Special Rule No. 4" to the Civil Service Commission.
By direction of the President:

DANIEL S. LAMONT, *Private Secretary*.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16th, 1883, the seventh clause of rule nineteen, for the regulation and improvement of the executive civil service, is hereby amended so as to read as follows:

"7. Persons whose employment is exclusively professional; but medical examiners are not included among such persons."

And the same is hereby promulgated.

Approved, August 5, 1885.

GROVER CLEVELAND.

EXECUTIVE MANSION, August 7, 1885.

Respectfully forwarded to the Secretary of State, with a request that a copy of within approved amendment to the civil-service rules be furnished the Civil Service Commission.

By direction of the President:

DANIEL S. LAMONT, *Private Secretary*.

AMENDED CIVIL-SERVICE RULE.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following special rule for the regulation and improvement of the executive civil service is hereby made and promulgated:

SPECIAL RULE No. 5.

Special rule No. 2, approved July 18th, 1884, is hereby revoked. All applicants on any register for the postal or customs service who on the first day of November next shall have been thereon one year or more shall, in conformity with rule 16, be no longer eligible for appointment from such register.

Approved, October 1, 1885.

GROVER CLEVELAND.

EXECUTIVE MANSION, Oct. 2, 1885.

Respectfully forwarded to the Secretary of State, with a request that a copy of within special rule No. 5 be furnished the Civil Service Commission.

By direction of the President:

D. S. LAMONT, *Private Secretary.*

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following rules for the regulation and improvement of the executive civil service are hereby amended and promulgated so as to read as follows:

RULE IV.

1. All officials connected with any office where or for which any examination is to take place will give the Civil Service Commission and the chief examiner such information as may be reasonably required to enable the Commission to select competent and trustworthy examiners; and the examinations by those selected as examiners, and the work incident thereto, will be regarded as a part of the public business to be performed at such office, and with due regard to other parts of the public business said examiners shall be allowed time during office hours to perform the duties required of them.

2. It shall be the duty of every executive officer promptly to inform the Commission, in writing, of the removal or discharge from the public service of any examiner in his office, or of the inability or refusal of any such examiner to act in that capacity; and, on the request of the Commission, such officer shall thereupon name not less than two persons serving under him, whom he regards as most competent for a place on an examining board, stating generally their qualifications; and from all those who may be named for any such place the Commission shall select a person to fill the same.

RULE XI.

1. Every application, in order to entitle the applicant to appear for examination or to be examined, must state, under oath, the facts on the following subjects: (1) Full name, residence, and post-office address. (2) Citizenship. (3) Age. (4) Place of birth. (5) Health and physical capacity for the public service. (6) Right of preference by reason of military or naval service. (7) Previous employment in the public service. (8) Business or employment and residence for the previous five years. (9) Education. Such other information shall be furnished as the Commission may reasonably require touching the applicant's fitness for the public service. The applicant must also state the number of members of his family in the public service and where employed, and must also assert that he is not disqualified under section 8 of the civil-service act, which is as follows: "That no person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment to which the provisions of this act are applicable." No person dismissed from the public service for misconduct shall be admitted to examination within two years thereafter, and no person not absolutely appointed or employed after probation shall be admitted to an examination within one year thereafter.

2. No person under enlistment in the Army or Navy of the United States shall be examined under these rules, except for some place requiring special qualifications and with the consent in writing of the head of the Department under which he is enlisted.

3. The Commission may, by regulations subject to change at any time by the President, declare the kind and measure of ill health, physical incapacity, misrepresentation, and bad faith which may properly exclude any person from the right of examination, grading, or certification under these rules. It may also provide for medical certificates or physical capacity in the proper cases, and for the appropriate certification of persons so defective in sight, speech, hearing, or otherwise as to be apparently disqualified for some of the duties of the part of the service which they seek to enter.

RULE XII.

1. Every regular application must be supported by proper certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the regulations of the Commission shall provide; but no certificate will be received which is inconsistent with the tenth section of the civil-service act.

2. No one shall be examined for admission to the classified postal service if under sixteen or over thirty-five years of age, excepting messengers, stampers, and other junior assistants who must not be under fourteen years of age, or to the classified customs service, or to the classified departmental service if under eighteen or over forty-five years of age; but no one shall be examined for appointment to any place in the classified customs service except that of clerk or messenger who is under twenty-one years of age; but these limitations of age shall not apply to persons honorably discharged from the military or naval service of the country who are otherwise duly qualified.

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him by the Commission, or the proper examining board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had for any right of preference and to the apportionments to States and Territories; and from the said four a selection shall be made for the vacancy. But if a person is on both a general and a special register he need not be certified for the former, except at the discretion of the Commission, until he has remained two months upon the latter.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia upon the basis of population, as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, persons of that sex shall be certified, otherwise sex shall be disregarded in such certification.

4. Subject to the other provisions of this rule persons eligible on any register shall be entitled to three certifications only to the same officer; but, with his request in writing, there may be a fourth certification of such persons to him, when reached in order. No one shall remain eligible for more than one year upon any register, except as may be provided by regulation; but these restrictions shall not extend to examinations under clause 5 of Rule VII. No person while remaining eligible on any register shall be admitted to a new examination, and no person having failed upon any examination shall, within six months, be admitted to another examination without the consent of the Commission.

5. Any person appointed to or employed in any place in the classified service who shall be dismissed or separated therefrom without fault or delinquency on his part may be reappointed or reemployed in the same department or office, at a grade for which no higher examination is required than that for the position he last held, within one year next following such dismissal or separation without further examination on such certification as the Commission may provide.

RULE XVII.

1. Every original appointment or employment in said classified service shall be for the probationary period of six months, at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory to the officer having the duty of selection, the probationer shall be absolutely appointed or employed, but otherwise be deemed out of the service.

2. Every officer under whom any probationer shall serve during any part of the probation provided for by these rules shall carefully observe the quality and value of the service rendered by such probationer, and shall report to the proper appointing officer, in writing, the facts observed by him, showing the character and qualifications of such probationer, and of the service performed by him, and such reports shall be preserved on file.

3. Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, and every deception or fraud practiced by him or by any person in his behalf and with his knowledge to influence his examination, certification, or appointment, shall be regarded as good cause for refusing to certify such person or for the removal or discharge of such person during his probation or thereafter.

RULE XIX.

There are excepted from examination the following: (1) The confidential clerk or secretary of any head of a department or office. (2) Cashiers of collectors. (3) Cashiers of postmasters. (4) Superintendents of money-order divisions in post-offices. (5) The direct custodians of money for whose fidelity another officer is under official bond, and disbursing officers having the custody of money who give

bond; but these exceptions shall not extend to any official below the grade of assistant cashier or teller. (6) Persons employed exclusively in the secret service of the Government, or as translators, or interpreters, or stenographers. (7) Persons whose employment is exclusively professional; but medical examiners are not included among such persons.

(8) Chief clerks, deputy collectors, deputy naval officers, deputy surveyors of customs, and superintendents or chiefs of divisions or bureaus. But no person so excepted shall be either transferred, appointed, or promoted, unless to some excepted place, without an examination under the Commission, which examination shall not take place within six months after entering the service. Promotions may be made without examination in offices where examinations are not now held until rules on the subject shall be promulgated.

RULE XXI.

1. No person, unless excepted under rule 19 shall be admitted into the classified civil service, from any place not within said service, without an examination and certification under the rules; with this exception, that any person who shall have been an officer for one year or more last preceding, in any department or office, in a grade above the classified service thereof, may be transferred or appointed to any place in the service of the same without examination.

2. No person who has passed only a limited examination under clause 4 of rule 7, for the lower classes or grades in the departmental or customs service, shall be appointed, or be promoted within two years after appointment, to any position giving a salary of \$1,000 or upward, without first passing an examination under clause 1 of said rule, and such examination shall not be allowed within the first year after appointment.

3. But a person who has passed the examination under said clause 1, and has accepted a position giving a salary of \$900 or less, shall have the same right of promotion as if originally appointed to a position giving a salary of \$1,000 or more.

4. The Commission may at any time certify for a \$900 or any lower place in the classified service any person upon the register who has passed the examination under clause 1 of rule 7, if such person does not object before such certification is made.

RULE XXII.

Any person who has been in the classified departmental service for six months or more immediately previous, may, when the needs of the service require it, be transferred or appointed to any other place therein upon producing a certificate from the Civil Service Commission that such person has passed at the required grade one or more examinations, which are together equal to that necessary for original entrance to the place which would be secured by the transfer or appointment; and any person who has for three years last preceding served as a clerk in the office of the President of the United States may be transferred or appointed to any place in the classified service without examination.

Approved, November 27, 1885.

GROVER CLEVELAND.

EXECUTIVE MANSION, *December 19, 1885.*

Respectfully forwarded to the Secretary of State with a request that he furnish the Civil Service Commission with a copy of the within civil service rules, as amended.

By direction of the President:

DANIEL S. LAMONT, *Private Secretary.*

1886.

CIVIL-SERVICE RULES.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act, approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE XXII.

Any person in the classified departmental service may be transferred and appointed to any other place therein upon the following conditions:

1. That he is not debarred by clause two of Rule XXI.

2. That the head of a department has, in a written statement to be filed with the Commission, requested such transfer to a place in said department, to be designated in the statement.

3. That said person is shown in the statement, or by other evidence satisfactory to the Commission, to have been, during six consecutive months, in such service since January 16, 1883.

4. That such person has passed, at the required grade, one or more examinations under the Commission, which are together equal to that required for the place to which the transfer is to be made.

But any person who has for three years last preceding served as a clerk in the office of the President of the United States may be transferred or appointed to any place in the classified service without examination.

Approved, April 12, 1886.

GROVER CLEVELAND.

EXECUTIVE MANSION, *April 13, 1886.*

Respectfully forwarded to the Secretary of State with the request that he furnish the Civil Service Commission with a copy of the within amendments to the civil-service rules.

By direction of the President:

DANIEL S. LAMONT, *Private Secretary.*

CIVIL-SERVICE RULES.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE IX.

All applications for regular competitive examinations for admission to the classified civil service must be made on blank forms to be prescribed by the Commission.

Requests for blank forms of application for competitive examination for admission to the classified civil service and all regular applications for such examination shall be made—

1. If for the classified departmental service, to the United States Civil Service Commission at Washington, D. C.

2. If for the classified customs service, to the civil service board of examiners for the customs district in which the person desiring to be examined wishes to enter the customs service.

3. If for the classified postal service, to the civil service board of examiners for the post-office at which the person desiring to be examined wishes to enter the postal service.

Requests for blank forms of application, to customs and postal boards of examiners, must be made in writing by the persons desiring examination, and such blank forms shall not be furnished to any other persons.

Approved this Aug. 13, 1886.

GROVER CLEVELAND.

1887.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following regulations governing promotions in the customs service at the city of New York are hereby approved and promulgated:

Regulation 1.—The board of examiners at the New York customs district may at any time, with the approval of the Civil Service Commission, order an examination for promotion, and, at least five days before the examination is to take place, shall cause a notice to be posted conspicuously in the office for which such examination is to be held, and shall state in said notice the class or classes to test fitness for promotion to which the examination is to be held, and the time and place of examination. Promotions shall be from class to class, and the examination of persons in one class shall be to test their fitness for promotion to the next higher class: *Provided, however,* That if in any examination for promotion the competitors in the next lower class shall not exceed three in number, the board may, at its discretion, open the competition to one or more of the classes below the class in which there are not more than three competitors. All persons in the class immediately below the class for

which promotions are to be made, and who have been in said class at least six months, must be examined for promotion.

Regulation 2.—The examination must be held upon such subjects as in the opinion of the board of examiners, with the approval of the Commission, the general nature of the business of the office and the special nature of the positions to be filled may require. In grading the competitors, due weight must be given to the efficiency with which the several competitors shall have performed their duties in the office; but none who shall fail to attain a *minimum* standard of 75 *per centum* in the written examination shall be certified for promotion.

Regulation 3.—The whole list of eligibles from which the promotion is to be made shall be certified to the nominating officer.

Regulation 4.—Any person employed in any of the offices to which these regulations apply may be transferred without examination, after service of six months consecutively since January 16, 1883, from one office to a class no higher in another office, upon certification by the board of examiners that he has passed an examination for the class in which he is doing duty, and with the consent of the heads of the respective offices and the approval of the Secretary of the Treasury.

Regulation 5.—The Civil Service Commission may at any time amend these regulations, or substitute other regulations therefor.

The foregoing regulations are adopted and approved.

GROVER CLEVELAND.

JANUARY 4, 1887.

EXECUTIVE MANSION, *January 5, 1887.*

Respectfully forwarded to the Secretary of State, with a request that a copy of the within regulations relating to the civil service of the United States be furnished the Civil Service Commission.

By direction of the President:

D. S. LAMONT, *Private Secretary.*

AMENDMENT OF RULE IV OF AMENDED CIVIL SERVICE RULES.

In the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil-service act approved January 16, 1883, the following rule for the regulation and improvement of the executive civil service is hereby amended and promulgated as follows:

RULE IV.

1. The Civil Service Commission shall have authority to appoint the following-named boards of civil-service examiners:

The central board.—This board shall be composed of seven members, who shall be detailed from the Departments in which they may be serving at the time of appointment for continuous service at the office of the Civil Service Commission. Under the supervision of the Commission, the central board shall examine and mark the papers of all examinations for entrance to the departmental service, and also such of the papers of examinations for entrance to either the customs or the postal service as shall be submitted to it by the Commission. The Commission shall have authority to require any customs or postal board to send the papers of any examination conducted by said board to be examined and marked by the central board. The persons composing this board shall be in the departmental service.

Special boards.—These boards shall mark the papers of special examinations for the classified departmental service, and shall be composed of persons in the public service.

Supplementary boards.—These boards shall mark the papers of supplementary examinations for the classified departmental service, and shall be composed of persons in the public service.

Local departmental boards.—These boards shall be organized at one or more places in each State and Territory where examinations for the departmental service are to be held, and shall each be composed of persons in the public service, residing in the State or Territory in which the board is to act.

Customs boards.—One for each classified customs district, to be composed of persons in the customs service in the district for which the board is to act. These boards shall conduct examinations for entrance to and promotion in the classified customs service.

Postal boards.—One for each classified post-office, to be composed of persons in the postal service at the post-office for which said board is to act. These boards shall conduct examinations for entrance to and promotions in the postal service.

2. No person shall be appointed a member of any board of examiners named herein until after consultation by the Civil Service Commission with the head of the department of office in which the person whom it desires to appoint is serving.

3. It shall be the duty of the head of any classified customs office, or classified post-office, to promptly inform the Civil Service Commission, in writing, of the removal or resignation from the public service, or of the death, of any member of a board of examiners appointed from his office. And, upon request of the Commission, such officer shall state to the Commission which of the persons employed in his office he regards as most competent to fill the vacancy thus occasioned, or any vacancy which may otherwise occur; and in making this statement the officer shall mention generally the qualifications of each of the persons named therein by him.

4. The duties of a member of a special, supplementary, local, departmental, customs, or postal board of examiners shall be regarded as a part of the public duties of such examiner, and each examiner shall be allowed time during office hours to perform the duties required of him.

5. The Civil Service Commission shall have authority to adopt regulations, which shall (1) prescribe the manner of organizing the several boards of civil-service examiners herein named; (2) more particularly state the powers of each of said boards, and (3) specifically define the duties of the members thereof.

6. The Civil Service Commission shall have authority to change, at any time, the membership of any of the above-named boards of civil-service examiners.

Approved, January 15, 1887.

GROVER CLEVELAND.

In the exercise of the power vested in the President by the Constitution and by virtue of the 1753d section of the Revised Statutes and of the civil-service act, approved January 16, 1883, Rules IV, VI, XIX, XXI of the rules for the regulation and improvement of the executive civil service, are hereby amended and promulgated as follows:

RULE IV.

1. The Commission may appoint boards of examiners as follows:

The central board.—A board composed of seven members, who shall be detailed from the Departments in which they are serving when appointed for continuous service at the office of the Commission. This board shall mark such papers of examinations for admission to the departmental, customs, and postal services as the Commission may direct.

Departmental special boards.—These boards shall mark such papers of special examinations for the departmental service as the Commission may direct and shall be composed of persons in the public service.

Departmental supplementary boards.—These boards shall mark the papers of such supplementary examinations for the departmental service as the Commission may direct, and shall be composed of persons in the public service.

Departmental promotion boards.—One for each of the Executive Departments of three members, and one auxiliary member for each bureau of the department for which the board is to act.

Departmental local boards.—These boards shall be organized at one or more places in each State and Territory where examinations for the departmental service are to be held, and shall each be composed of persons in the public service residing in the State or Territory in which the board is to act.

Customs boards.—One for each classified customs district, to be composed of persons in the customs service in the district for which said board is to act. These boards shall conduct examinations for entrance to and promotions in the classified customs service, and shall mark such of the examination papers for that service as the Commission shall direct. They shall also conduct such departmental examinations as the Commission may direct.

Postal boards.—One for each classified post-office, to be composed of persons in the postal service at the post-office in which said board is to act. These boards shall conduct examinations for entrance to and promotions in the postal service, and shall mark such of the examination papers for that service as the Commission may direct. They shall also conduct such departmental examinations as the Commission may direct.

2. No persons shall be appointed an examiner until after consultation by the Commission with the head of the department or office in which the person whom it desires to appoint is serving.

3. It shall be the duty of the head of any classified customs office or post-office to promptly give written information to the Commission of the removal or resignation from the public service, or of the inability or refusal to act, of any examiner in his

office; and, on request of the Commission, such officer shall state which of the persons in his office he regards as most competent to fill the vacancy, and shall mention generally the qualifications of each person named by him.

4. The duties of an examiner shall be regarded as a part of his public duties, and each examiner shall be allowed time during office hours to perform the duties required of him.

5. The Commission may adopt regulations which shall prescribe (1) the manner of organizing the boards of examiners, (2) the powers of each board, and (3) the duties of the members thereof.

6. The Commission may create additional boards of examiners, and may change the membership of any board, and boards of examiners shall perform such other appropriate duties as the Commission may impose upon them.

RULE VI.

1. There shall be open competitive examinations for testing the fitness of applicants for admission to the service. Such examinations shall be practical in their character, and, so far as may be, shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the branch of the service which they seek to enter.

2. And for the purpose of establishing in the classified service the principle of compulsory competitive examination for promotion, there shall be, so far as practicable and useful, such examinations of a suitable character to test the fitness of persons for promotion in the service, and the Commission may make regulations applying them to any classified department, customs office, or post-office, under which regulations examinations for promotion shall be conducted and all promotions made, but until regulations made by the Commission in accordance herewith have been applied to a classified department, customs office, or post-office, promotions therein may be made upon any test of fitness determined upon by the promoting officer. And in any classified department, customs office, or post-office, in which promotions are made under examinations as herein provided, the Commission may, in special session, if the exigencies of the service require such action, provide noncompetitive examinations for promotion.

RULE XIX.

There are excepted from examination the following: (1) The confidential clerk or secretary of any head of a Department or office. (2) Cashiers of collectors. (3) Cashiers of postmasters. (4) Superintendents of money-order divisions in post-offices. (5) The direct custodians of money for whose fidelity another officer is under official bond, and disbursing officers having the custody of money, who give bonds, but these exceptions shall not extend to any official below the grade of assistant cashier or teller. (6) Persons employed exclusively in the secret service of the Government, or as translators, or interpreters, or stenographers. (7) Persons whose employment is exclusively professional, but medical examiners are not included among such persons. (8) Chief clerks, deputy collectors, deputy naval officers, deputy surveyors of customs, and superintendents or chiefs of divisions or bureaus. But no person so excepted shall be either transferred, appointed, or promoted, unless to some excepted place, without an examination under the Commission, which examination shall not take place within six months after entering the service.

RULE XXI.

1. No person, unless excepted under Rule XIX, shall be admitted into the classified civil service from any place not within said service, without an examination and certification under the rules, with this exception, that any person who shall have been an officer for one year or more last preceding, in any Department or office in a grade above the classified service thereof, may be transferred or appointed to any place in the service of the same without examination.

2. No person who has passed only a limited examination under clause 4 of rule 7, for the lower classes or grades in the departmental or customs service, shall be appointed or be promoted within two years after appointment to any position giving a salary of \$1,000 or upwards, without first passing an examination under clause 1 of said rule, and such examination shall not be allowed within the first year after appointment.

3. But a person who has passed the examination under said clause 1, and has accepted a position giving a salary of \$900 or less, shall have the same right of promotion as if originally appointed to a position giving a salary of \$1,000 or more.

4. The Commission may at any time certify for a \$900 or any lower place in the classified service any person upon the register who has passed the examination under clause 1 of rule 7, if such person does not object before such certification is made.

5. The provisions of this rule relating to promotions shall cease to be operative in any classified Department, customs office, or post-office, when regulations for pro-

motions have been applied thereto by the Commission under the authority conferred by clause 2 of Rule VI.

Approved, May 5, 1887.

GROVER CLEVELAND.

EXECUTIVE MANSION, *May 6, 1887.*

Respectfully forwarded to the Secretary of State, with a request that a copy of the within (approved) amendments to the civil-service rules be furnished the Civil Service Commission.

By direction of the President:

DANIEL S. LAMONT, *Private Secretary.*

1888.

EXECUTIVE MANSION,
Washington, D. C., March 1, 1888.

In the exercise of authority vested in the President by the seventeen hundred and fifty-third (1753d) section of the Revised Statutes to prescribe such regulations for the admission of persons into the civil service of the United States as may best promote the efficiency thereof, and ascertain the fitness of each applicant in respect to age, health, character, knowledge, and ability for the branch of the service into which he seeks to enter, I hereby direct that the officers, clerks, and other employes of the United States Civil Service Commission, now authorized or that may hereafter be authorized by law, shall be arranged in the following classes, viz:

Class A, including all persons receiving compensation at the rate of less than \$1,000 per annum.

Class B, including all persons receiving compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

Class one, including all persons receiving compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

Class two, including all persons receiving compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

Class three, including all persons receiving compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

Class four, including all persons receiving compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

Class five, including all persons receiving compensation at the rate of \$2,000 or more per annum.

No person who is appointed to an office by the President by and with the advice and consent of the Senate, or by the President alone, and no person who is to be employed merely as a laborer or workman, or as a watchman, shall be considered as within this classification.

And it is ordered, That the United States Civil Service Commission thus classified, as provided by clause 2 of Departmental Rule I of the civil-service rules approved February 2d, 1888, and in force on and after the date hereof, shall be considered a part of the classified departmental service, and the rules applicable thereto shall be in force therein.

GROVER CLEVELAND.

REVISED CIVIL-SERVICE RULES.

[Approved February 2, 1888. In effect March 1, 1888.]

ADOPTING AND PROMULGATING ORDER.

In the exercise of power vested in him by the Constitution, and of authority given to him by the seventeen hundred and fifty-third section of the Revised Statutes, and by an act to regulate and improve the civil service of the United States, approved January 16, 1883, the President hereby makes and promulgates the following rules, and revokes the rules known as "Amended Civil-Service Rules," and "Special Rule No. 1," heretofore promulgated under the power and authority referred to herein: *Provided*, That this revocation shall not be construed as an exclusion from the classified civil service of any now classified customs district or classified post-office.

General rules.

GENERAL RULE I.

Any officer in the executive civil service who shall use his official authority or influence for the purpose of interfering with an election or controlling the result thereof; or who shall dismiss, or cause to be dismissed, or use influence of any kind

to procure the dismissal of any person from any place in the said service, because such person has refused to be coerced in his political action, or has refused to contribute money for political purposes, or has refused to render political service; and any officer, clerk, or other employé in the executive civil service, who shall willfully violate any of these rules, or any of the provisions of sections 11, 12, 13, and 14 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, shall be dismissed from office.

GENERAL RULE II.

There shall be three branches of the classified civil service, as follows:

1. The classified departmental service.
2. The classified customs service.
3. The classified postal service.

GENERAL RULE III.

1. No person shall be appointed or employed to enter the civil service, classified in accordance with section 163 of the Revised Statutes, and under the act to regulate and improve the civil service of the United States, approved January 16, 1883, until he shall have passed an examination, or shall have been shown to be specially exempted therefrom by said act, or by an exception to this rule set forth in connection with the rules regulating admission to the branch of the service he seeks to enter.

2. No noncompetitive examination shall be held except under the following conditions:

(a) The failure of competent persons to be, after due notice, competitively examined, thus making it impracticable to supply to the appointing officer in due time the names of persons who have passed a competitive examination.

(b) That a person has been, during one year or longer, in a place excepted from examination, and the appointing or nominating officer desires the appointment of such person to a place not excepted.

(c) That a person has served two years continuously since July 16, 1883, in a place in the departmental service below, or outside, the classified service, and the appointing officer desires, with the approval of the President, upon the recommendation of the Commission, to promote such person into the classified service because of his faithfulness and efficiency in the position occupied by him, and because of his qualifications for the place to which the appointing officer desires his promotion.

(d) That an appointing or nominating officer desires the examination of a person to test his fitness for a classified place which might be filled under exceptions to examination declared in connection with the rules regulating admission to the classified service.

(e) That the Commission, with the approval of the President, has decided that such an examination should be held to test fitness for any particular place requiring technical, professional, or scientific knowledge, special skill, or peculiar ability, to test fitness for which place a competitive examination can not, in the opinion of the Commission, be properly provided.

(f) That a person who has been appointed from the copyist register wishes to take the clerk examination for promotion to a place the salary of which is not less than \$1,000 per annum.

(g) To test the fitness of a person for a place to which his transfer has been requested.

(h) When the exigencies of the service require such examination for promotion as provided by clause 6 of this rule.

3. All applications for examination must be made in form and manner prescribed by the Commission.

4. No person serving in the Army or Navy shall be examined for admission to the classified service until the written consent of the head of the department under which he is enlisted shall have been communicated to the Commission.

No person who is an applicant for examination, or who is an eligible in one branch of the classified service shall, at the same time, be an applicant for examination in any other branch of said service.

5. The Commission may refuse to examine an applicant who would be physically unable to perform the duties of the place to which he desires appointment. The reason for any such action must be entered on the minutes of the Commission.

6. For the purpose of establishing in the classified civil service the principle of compulsory competitive examination for promotion, there shall be, so far as practicable and useful, compulsory competitive examinations of a suitable character to test fitness for promotion; but persons in the classified service who were honorably discharged from the military or naval service of the United States, and the widows and orphans of deceased soldiers and sailors, shall be exempt from such examinations.

The Commission may make regulations, applying them to any part of the classified service, under which regulations all examinations for promotion therein shall be conducted and all promotions be made; but until regulations in accordance herewith have been applied to any part of the classified service, promotions therein shall be made in the manner provided by the rules applicable thereto. And in any part of the classified service in which promotions are made under examination as herein provided, the Commission may, in special cases, if the exigencies of the service require such action, provide noncompetitive examinations for promotion.

Persons who were in the classified civil service on July 16, 1883, and persons who have been, since that date, or may be hereafter put into that service by the inclusion of subordinate places, clerks, and officers, under the provisions of section 6 of the act to regulate and improve the civil service of the United States, approved January 16, 1883, shall be entitled to all rights of promotion possessed by persons of the same class or grade appointed after examination under the act referred to above.

7. No question in any examination shall be so framed as to elicit information concerning the political or religious opinions or affiliations of competitors; and no discrimination in examination, certification, or appointment shall be made by the Commission, the examiners, or the appointing or nominating officer in favor of or against any applicant, competitor, or eligible because of his political or religious opinions or affiliations. The Commission, the examiners, and the appointing or nominating officer shall discountenance all disclosures of such opinions or affiliations by or concerning any applicant, competitor, or eligible; and any appointing or nominating officer who shall make inquiries concerning, or in any other way attempt to ascertain, the political or religious opinions or affiliations of any eligible, or who shall discriminate in favor of or against any eligible because of the eligible's political or religious opinions or affiliations, shall be dismissed from office.

8. Every applicant must state under oath—

- (a) His full name.
- (b) That he is a citizen of the United States.
- (c) Year and place of his birth.
- (d) The State, Territory, or District of which he is a *bona fide* resident, and the length of time he has been a resident thereof.
- (e) His post-office address.
- (f) His business or employment during the three years immediately preceding the date of his application, and where he has resided each of those years.
- (g) Condition of his health, and his physical capacity for the public service.
- (h) His previous employment in the public service.
- (i) Any right of preference in civil appointments he may claim under section 1754 of the Revised Statutes.
- (j) The kind of school in which he received his education.
- (k) That he does not habitually use intoxicating beverages to excess.
- (l) That he has not, within the one year next preceding the date of his application, been dismissed from the public service for delinquency or misconduct.
- (m) Such other facts as the Commission may require.

9. Every applicant for examination for the classified departmental service must support the statements of his application paper by certificates of persons acquainted with him, residents of the State, Territory, or District in which he claims *bona fide* residence; and the Commission shall prescribe the form and number of such certificates.

10. A false statement made by an applicant, or connivance by him with any person to make on his behalf a false statement in any certificate required by the Commission and deception or fraud practiced by an applicant, or by any person on his behalf with his consent, to influence an examination, shall be good cause for refusal to examine such applicant, or for refusing to mark his papers after examination.

11. All examinations shall be prepared and conducted under the supervision of the Commission; and examination papers shall be marked under rules made by the Commission, which shall take care that the marking examiners do not know the name of any competitor in an examination for admission whose papers are intrusted to them.

12. For the purpose of marking examination papers, boards of examiners shall be appointed by the Commission; one to be known as the central board, which shall be composed of persons in the classified service, who shall be detailed for constant duty at the office of the Commission. Under supervision of the Commission, the central board shall mark the papers of the copyist and of the clerk examinations, and such of the papers of the supplementary, special, and promotion examinations for the departmental service, and of examinations for admission to, or promotion in, the other branches of the classified services, as shall be submitted to it by the Commission.

13. No person shall be appointed to membership on any board of examiners until after the Commission shall have consulted with the head of the department or of the office under whom such person is serving.

14. An examiner shall be allowed time during office hours to perform his duties as examiner, which duties shall be considered part of his official duties.

15. The Commission may change the membership of boards of examiners and
 - (a) Prescribe the manner of organizing such boards;
 - (b) More particularly define their powers;
 - (c) Specifically determine their duties, and the duties of the members thereof.
16. Each board shall keep such records, and make such reports, as the Commission may require; and such records shall be open to the inspection of any member of this Commission, or other person acting under authority of the Commission, which may, for the purposes of investigation, take possession of such records.

GENERAL RULE IV.

1. The names of all competitors who shall successfully pass an examination shall be entered upon a register, and the competitors whose names have been thus registered shall be eligible to any office or place to test fitness for which the examination was held.
2. The Commission may refuse to certify—
 - (a) An eligible who is so defective in sight, speech, or hearing, or who is otherwise so defective physically, as to be apparently unfit to perform the duties of the position to which he is seeking appointment.
 - (b) An eligible who has made a false statement in his application, or been guilty of fraud or deceit in any matter connected with his application or examination, or who has been guilty of a crime or of infamous or notoriously disgraceful conduct.
3. If an appointing or nominating officer to whom certification has been made shall object in writing to any eligible named in the certificate, stating that because of physical incapacity, or for other good cause particularly specified, such eligible is not capable of properly performing the duties of the vacant place, the Commission may, upon investigation and ascertainment of the fact that the objection made is good and well founded, direct the certification of another eligible in place of the one to whom objection has been made.

GENERAL RULE V.

Executive officers shall, in all proper ways, facilitate civil-service examinations; and customs officers, postmasters, and custodians of public buildings, at places where such examinations are to be held, shall, for the purposes of such examinations, permit and arrange for the use of suitable rooms under their charge, and for heating, lighting, and furnishing the same.

GENERAL RULE VI.

No person dismissed for misconduct, and no probationer who has failed to receive absolute appointment or employment, shall be admitted to any examination within one year after having been thus discharged from the service.

GENERAL RULE VII.

1. Persons who have a *prima facie* claim of preference for appointments to civil offices under section 1754, Revised Statutes, shall be preferred in certifications made under the authority of the Commission to any appointing or nominating officer.
2. In making any reduction of force in any branch of the classified civil service, those persons shall be retained who, being equally qualified, have been honorably discharged from the military or naval service of the United States; and also the widows and orphans of deceased soldiers and sailors.

GENERAL RULE VIII.

The Commission shall have authority to prescribe regulations under and in accordance with these general rules and the rules relating specially to each of the several branches of the classified service.

Departmental rules.

DEPARTMENTAL RULE I.

1. The classified departmental service shall include the several officers, clerks, and other persons in any department, commission, or bureau at Washington, classified under section 163 of the Revised Statutes or by direction of the President for the purposes of the examinations prescribed by the civil-service act of 1883, or for facilitating the inquiries as to fitness of candidates for admission to the departmental service in respect to age, health, character, knowledge, and ability, as provided for in section 1753 of the Revised Statutes.

2. The word "department," when used in the general or departmental rules, shall be construed to mean any such department, commission, or bureau classified as above prescribed.

DEPARTMENTAL RULE II.

1. To test the fitness of applicants for admission to the classified departmental service there shall be examinations as follows:

Copyist examination.—For places of \$900 per annum and under. This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: fundamental rules, fractions, and percentage.

Clerk examination.—For places of \$1,000 per annum and upward. This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: fundamental rules, fractions, percentage, interest, and discount.
- (e) Elements of bookkeeping and of accounts.
- (f) Elements of the English language.
- (g) Letter writing.
- (h) Elements of the geography, history, and government of the United States.

Supplementary examinations.—For places which, in the opinion of the Commission, require, in addition to the knowledge required to pass the copyist or the clerk examination, certain technical, professional, or scientific knowledge, or knowledge of a language other than the English language, or peculiar or special skill.

Special examinations.—For places which, in the opinion of the Commission, require certain technical, professional, or scientific knowledge or skill. Each special examination shall embrace, in addition to the special subject upon which the applicant is to be tested, as many of the subjects of the clerk examination as the Commission may decide to be necessary to test fitness for the place to be filled.

Noncompetitive examinations.—For any place in the departmental service for which the Commission may, from time to time (subject to the conditions prescribed by General Rule III, clause 2), determine that such examinations ought to be held.

2. An applicant may take the copyist or the clerk examination, and any or all of the supplementary and special examinations provided for the departmental service, subject to such limitations as the Commission may, by regulation, prescribe; but no person whose name is on a departmental register of eligibles shall, during the period of his eligibility, be allowed reexamination unless he shall satisfy the Commission that, at the time of his examination, he was unable, because of illness or other good cause, to do himself justice in said examination; and the rating upon such reexamination shall cancel and be a substitute for the rating of such person upon the previous examination.

3. Exceptions from examination in the classified departmental service are hereby made as follows:

(a) One private secretary, or one confidential clerk, of the head of each classified department and of each assistant secretary thereof; and also of each head of bureau appointed by the President by and with the advice and consent of the Senate.

(b) Direct custodians of money for whose fidelity another officer is under official bond; but this exception shall not include any officer below the grade of assistant cashier or assistant teller.

(c) Disbursing officers who give bonds.

(d) Persons employed exclusively in the secret service of the Government.

(e) Chief clerks.

(f) Chiefs of divisions.

4. No person appointed to a place under the exceptions to examination hereby made shall, within one year after appointment, be transferred from such place to a place not also excepted from examination; but after service of not less than one year in an examination-excepted place he may be transferred in the bureau in which he is serving to a place not excepted from examination: *Provided*, That before any such transfer may be made the Commission must certify that the person whom it is proposed to so transfer has passed an examination to test fitness for the place proposed to be filled by such transfer.

DEPARTMENTAL RULE III.

In compliance with the provisions of section 3 of the civil-service act, the Commission shall provide examinations for the classified departmental service at least twice in each year in every State or Territory in which there are a sufficient number of applicants for such examinations; and the places and times of examinations shall, when

practicable, be so fixed that each applicant may know at the time of making his application when and where he may be examined. But applicants may be notified to appear at any place at which the Commission may order an examination.

DEPARTMENTAL RULE IV.

1. Any person not under twenty years of age may make application for admission to the classified departmental service, blank forms for which purpose shall be furnished by the Commission.
2. Every application for admission to the classified departmental service should be addressed as follows: "United States Civil-Service Commission, Washington, D. C."
3. The date of reception and also of approval by the Commission of each application shall be noted on the application paper.

DEPARTMENTAL RULE V.

1. The papers of all examinations for admission to or promotion in the classified departmental service shall be marked as directed by the Commission.

2. The Commission shall have authority to appoint the following-named boards of examiners, which shall conduct examinations and mark examination papers as follows:

Central board.—As provided for by General Rule III, clause 12.

Special boards.—These boards shall mark such papers of special examinations for the classified departmental service as the Commission may direct, and shall be composed of persons in the public service.

Supplementary boards.—These boards shall mark the papers of such supplementary examinations for the classified departmental service as the Commission may direct, and shall be composed of persons in the public service.

Promotion boards.—One for each department, of three members, and one auxiliary member for each bureau of the department for which the board is to act. Unless the Commission shall otherwise direct, these boards shall mark the papers of promotion examinations.

Local boards.—These boards shall be organized at one or more places in each State and Territory where examinations for the classified departmental service are to be held, and shall conduct such examinations; and each shall be composed of persons in the public service residing in the State or Territory in which the board is to act.

Customs and postal boards.—These boards shall conduct such examinations for the classified departmental service as the Commission shall direct.

DEPARTMENTAL RULE VI.

1. The papers of the copyist and of the clerk examinations shall be marked by the central board; the papers of special and supplementary examinations shall be marked as directed by the Commission. Each competitor in any of the examinations mentioned or referred to above shall be graded on a scale of 100, according to the general average determined by the marks made by the examiners on his papers.

2. The papers of an examination having been marked, the Commission shall ascertain—

(a) The name of every competitor who has, under section 1754 of the Revised Statutes, claim of preference in civil appointments, and who has attained a general average of not less than 65 per centum; and all such competitors are hereby declared eligible to the class or place to test fitness for which the examination was held.

(b) The name of every other competitor who has attained a general average of not less than 70 per centum; and all such competitors are hereby declared eligible to the class or place to test fitness for which the examination was held.

3. The names of all preference-claiming competitors whose general average is not less than 65 per centum, together with the names of all other competitors whose general average is not less than 70 per centum, shall be entered upon the register of persons eligible to the class or place to test fitness for which the examination was held.

4. To facilitate the maintenance of the apportionment of appointments among the several States and Territories and the District of Columbia, required by section 2 of the act to regulate and improve the civil service of the United States, approved January 16, 1883, there shall be lists of eligibles for each State and Territory and for the District of Columbia, upon which shall be entered the names of the competitors from that State or Territory or the District of Columbia who have passed the copyist and the clerk examinations, the names of those who have passed the copyist examination and of those who have passed the clerk examination being listed separately; the names of male and of female eligibles in such examinations being also listed separately.

5. But the names of all competitors who have passed a supplementary or a special

examination shall be entered, without regard to State residence, upon the register of persons eligible to the class or place to test fitness for which supplementary or special examination was held.

6. The grade of each competitor shall be expressed by the whole number nearest the general average attained by him, and the grade of each eligible shall be noted upon the register of eligibles in connection with his name. When two or more eligibles are of the same grade, preference in certification shall be determined by the order in which their application papers were filed.

7. Immediately after the general averages in an examination shall have been ascertained, each competitor shall be notified that he has passed or has failed to pass.

8. If a competitor fail to pass, he may, with the consent of the Commission, be allowed reexamination at any time within six months from the date of failure without filing a new application. But a competitor failing to pass, desiring to take again the same examination, must, if not allowed reexamination within six months from the date of failure, make, in due form, a new application therefor.

9. No person who has passed an examination shall, while eligible on the register supplied by such examination, be reexamined, unless he shall furnish evidence satisfactory to the Commission that at the time of his examination he was, because of illness or other good cause, incapable of doing himself justice in said examination.

10. The term of eligibility to appointment under the copyist and the clerk examinations shall be one year from the day on which the name of the eligible is entered on the register. The term of eligibility under a supplementary or a special examination shall be determined by the Commission, but shall not be less than one year.

DEPARTMENTAL RULE VII.

1. Vacancies in the classified departmental service, unless among the places excepted from examination, if not filled by either promotion or transfer, shall be filled in the following manner:

(a) The appointing officer shall, in form and manner to be prescribed by the Commission, request the certification to him of the names of either males or females eligible to a certain place then vacant.

(b) If fitness for the place to be filled is tested by competitive examination, the Commission shall certify the names of three males or three females, these names to be those of the eligibles who, standing higher in grade than any other three eligibles of the same sex on the list of eligibles from which certification is to be made, have not been certified three times to the officer making the requisition: *Provided*, That if upon any register from which certification is to be made there are the names of eligibles who have, under section 1754 of the Revised Statutes, claim of preference in civil appointments, the names of such eligibles shall be certified before the names of other eligibles higher in grade. The Commission shall make regulations that will secure to each of such preference-claiming eligibles, in the order of his grade among other preference claimants, an opportunity to have his claim of preference considered and determined by the appointing officer.

2. Certifications hereunder shall be made in such manner as to maintain, as nearly as possible, the apportionment of appointments among the several States and the Territories and the District of Columbia, as required by law.

3. If the three names certified are those of persons eligible on the copyist or the clerk register, the appointing officer shall select one, and one only, and shall notify the person whose name has been selected that he has been designated for appointment: *Provided*, That, for the purpose of maintaining the apportionment of appointments referred to in clause 2 of this rule, the Commission may authorize the appointing officer to select more than one of the three names certified.

When certification is made from a supplementary or a special register, and there are more vacancies than one to be filled, the appointing officer may select from the three names certified more than one.

4. The Commission may certify from the clerk register for appointment to a place the salary of which is less than \$1,000 per annum any eligible on said register who has given written notice that he will accept such a place.

5. When a person designated for appointment shall have reported in person to the appointing officer, he shall be appointed for a probational period of six months; at the end of which period, if his conduct and capacity be satisfactory to the appointing officer, he shall receive absolute appointment; but if his conduct and capacity be not satisfactory to said officer he shall be notified that he will not receive absolute appointment and this notification shall discharge him from the service. The appointing officer shall require the heads of bureaus or divisions under whom probationers are serving to keep a record and to make report of the punctuality, industry, habits, ability, and aptitude of each probationer.

6. All persons appointed to or promoted in the classified departmental service shall be assigned to the duties of the class or place to which they have been appointed or

promoted, unless the interests of the service require their assignment to other duties; and when such assignment is made the fact shall be reported to the head of the department.

DEPARTMENTAL RULE VIII.

1. Transfers will be made as follows:

(a) From one department to another, upon requisition by the head of the department to which the transfer is to be made.

(b) From a bureau of the Treasury Department in which business relating to the customs is transacted to a classified customs district, and from such a district to such a bureau of the Treasury Department, upon requisition by the Secretary of the Treasury.

(c) From the Post-Office Department to a classified post-office, and from such an office to the Post-Office Department, upon requisition by the Postmaster-General.

2. No person may be transferred as herein authorized until the Commission shall have certified to the officer making the transfer requisition that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he is to be transferred, and that such person has, during at least six months preceding the date of the certificate, been in the classified service of the department, customs district, or post-office from which the transfer is to be made: *Provided*, That no person who has been appointed from the copyist register shall be transferred to a place the salary of which is more than \$900 per annum until one year after appointment.

DEPARTMENTAL RULE IX.

1. A person appointed from the copyist register may, upon any test of fitness determined upon by the promoting officer, be promoted as follows:

(a) At any time after probational appointment, to any place the salary of which is not more than \$900 per annum.

(b) At any time after one year from the date of probational appointment, upon certification by the Commission that he has passed the clerk examination, or its equivalent, to any place the salary of which is \$1,000 per annum, or more.

(c) At any time after two years from the date of probational appointment to any place the salary of which is \$1,000 per annum, or more.

2. A person appointed from the clerk register, or from any supplementary or special register, to a place the salary of which is \$1,000 per annum, or more, may, upon any test of fitness determined upon by the promoting officer, be promoted at any time after absolute appointment.

3. A person appointed from the clerk register, or from any supplementary or special register, to a place the salary of which is \$900, or less, may, upon any test of fitness determined upon by the promoting officer, be promoted, at any time after probational appointment, to any place the salary of which is \$1,000 per annum.

4. Other promotions may be made upon any tests of fitness determined upon by the promoting officer.

5. The provisions of clauses 1, 2, 3, and 4 of this rule shall become null and void in any part of the classified departmental service as soon as promotion regulations shall have been applied thereto under General Rule III, clause 6.

DEPARTMENTAL RULE X.

Upon requisition of the head of a department, the Commission shall certify for reinstatement in said department, in a grade requiring no higher examination than the one in which he was formerly employed, any person who, within one year next preceding the date of the requisition, has, through no delinquency or misconduct, been separated from the classified service of that department.

DEPARTMENTAL RULE XI.

Each appointing officer in the classified departmental service shall report to the commission:

(a) Every probational and every absolute appointment made by him, and every appointment made by him under any exception to examination authorized by Departmental Rule II, clause 3.

(b) Every refusal by him to make an absolute appointment, and every refusal or neglect to accept an appointment in the classified service under him.

(c) Every transfer within and into the classified service under him.

(d) Every assignment of a person to the performance of the duties of a class or place to which such person was not appointed.

(e) Every separation from the classified service under him, and whether the separation was caused by dismissal, resignation, or death. Places excepted from examination are within the classified service.

(f) Every restoration to the classified service under him of any person who may have been separated therefrom by dismissal or resignation.

Customs rules.

CUSTOMS RULE I.

1. The classified customs service shall include the officers, clerks, and other persons in the several customs districts classified under the provisions of section 6 of the act to regulate and improve the civil service of the United States, approved January 16, 1883.

2. Whenever the officers, clerks, and other persons in any customs district number as many as fifty, any existing classification of the customs service made by the Secretary of the Treasury under section 6 of the act of January 16, 1883, shall apply thereto; and thereafter the Commission shall provide examinations to test the fitness of persons to fill vacancies in said customs district; and these rules shall be in force therein. Every revision of the classification of any customs office under section 6 of the act above mentioned, and every inclusion within the classified customs service of a customs district shall be reported to the President.

CUSTOMS RULE II.

1. To test fitness for admission to the classified customs service examinations shall be provided as follows:

*Clerk examination.**—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules, fractions, percentage, interest, and discount.
- (e) Elements of book-keeping and of accounts.
- (f) Elements of the English language.
- (g) Letter writing.
- (h) Elements of the geography, history, and government of the United States.

Law clerk examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules, fractions, percentage, interest, and discount.
- (e) Elements of the English language.
- (f) Letter writing.
- (g) Law questions.

Day inspector examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules, fractions, and percentage.
- (e) Elements of the English language.
- (f) Geography of America and Europe.

Inspector examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules.
- (e) Geography of America and Europe.

Night inspector, messenger, assistant weigher, and opener-and-packer examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: fundamental rules.

Gauger examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: practical questions.
- (e) Theoretical questions.
- (f) Practical tests.

*Storekeepers shall be classed as clerks, and vacancies in that class shall be filled by assignment.

Examiner examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: fundamental rules, fractions, percentage, and discount.
- (e) Elements of the English language.
- (f) Practical questions.
- (g) Practical tests.

Sampler examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: fundamental rules.
- (e) Practical questions.
- (f) Practical tests.

Other competitive examinations.—Such other competitive examinations as the Commission may from time to time determine to be necessary in testing fitness for other places in the classified customs service.

Noncompetitive examinations.—Such examinations may, with the approval of the Commission, be held under conditions stated in General Rule III, clause 2.

2. Any person not under twenty-one years of age may be examined for any place in the customs service, to test fitness for which an examination is prescribed; and any person not under twenty years of age may be examined for clerk or messenger.

3. A person desiring examination for admission to the classified customs service must make request, in his own handwriting, for a blank form of application, which request and also his application shall be addressed as directed by the Commission.

4. The date of reception and also of approval by the board of each of such applications shall be noted on the application paper.

5. Exceptions from examination in the classified customs service are hereby made as follows:

- (a) Deputy collectors, who do not also act as inspectors, examiners, or clerks.
- (b) Cashier of the collector.
- (c) Assistant cashier of the collector.
- (d) Auditor of the collector.
- (e) Chief acting disbursing officer.
- (f) Deputy naval officers.
- (g) Deputy surveyors.
- (h) One private secretary or one confidential clerk of each nominating officer.

6. No persons appointed to a place under any exception to examination hereby made shall, within one year after appointment, be transferred from such place to another place not also excepted from examination; but a person who has served not less than one year in an examination-excepted place may be transferred in the customs office in which he is serving to a place not excepted from examination: *Provided*, That before any such transfer may be made the Commission must certify that the person whom it is proposed to so transfer has passed an examination to test fitness for the place proposed to be filled by such transfer.

CUSTOMS RULE III.

1. The papers of every examination shall be marked under direction of the Commission, and each competitor shall be graded on a scale of 100, according to the general average determined by the marks made by the examiners on his papers.

2. The Commission shall appoint in each classified customs district a board of examiners, which shall—

(a) Conduct all examinations held to test fitness for admission to or promotion in the classified service of the customs district in which the board is located.

(b) Mark the papers of such examinations, unless otherwise directed, as provided for by General Rule III, clause 12.

(c) Conduct such examinations for the classified departmental service as the Commission may direct.

3. The papers of an examination having been marked, the board of examiners shall ascertain—

(a) The name of every competitor who has, under section 1754 of the Revised Statutes, claim of preference in civil appointments, and who has attained a general average of not less than 65 per centum; and all such competitors are hereby declared eligible to the class or place to test fitness for which the examination was held.

(b) The name of every other competitor who has attained a general average of not less than 70 per centum; and all such applicants are hereby declared eligible to the class or place to test fitness for which the examination was held.

4. The names of all preference-claiming competitors whose general average is not less than 65 per centum, together with the names of all other competitors whose general average is not less than 70 per centum, shall be entered upon the register of persons eligible to the class or place to test fitness for which the examination was held. The names of male and of female eligibles shall be listed separately.

5. The grade of each competitor shall be expressed by the whole number nearest the general average attained by him, and the grade of each eligible shall be noted upon the register of eligibles in connection with his name. When two or more eligibles are of the same grade, preference in certification shall be determined by the order in which their application papers were filed.

6. Immediately after the general averages in an examination shall have been ascertained, each competitor shall be notified that he has passed or has failed to pass.

7. If a competitor fail to pass, he may, with the consent of the board, approved by the Commission, be allowed reexamination at any time within six months from the date of failure, without filing a new application. But a competitor failing to pass, desiring to take again the same examination, must, if not allowed reexamination within six months from the date of failure, make, in due form, a new application therefor.

8. No person who has passed an examination shall, while eligible on the register supplied by such examination, be reexamined, unless he shall furnish evidence satisfactory to the Commission that at the time of his examination was, because of illness or for other good cause, incapable of doing himself justice in said examination.

9. The term of eligibility to appointment in the classified customs service shall be one year from the day on which the name of the eligible is entered on the register.

CUSTOMS RULE IV.

1. Vacancies in the lowest class or grade of the classified service of a customs district shall be filled in the following manner:

(a) The nominating officer, in any office in which a vacancy may exist, shall, in form and manner to be prescribed by the Commission, request the board of examiners to certify to him the names of either males or females eligible to the vacant place.

(b) If fitness for the place to be filled is tested by competitive examination, the board of examiners shall certify the names of three males or three females, these names to be those of the eligibles who, standing higher in grade than any other three eligibles of the same sex on the register from which certification is to be made, have not been certified three times from said register: *Provided*, That if upon said register there are the names of eligibles who, under section 1754 of the Revised Statutes, have claim of preference in civil appointments, the names of such eligibles shall be certified before the names of other eligibles higher in grade. The Commission shall make regulations that will secure to each of such preference-claiming eligibles, in the order of his grade among other preference claimants, an opportunity to have his claim of preference considered and determined by the appointing officer.

(c) Each name on a register of eligibles may be certified only three times: *Provided*, That when a name has been three times certified, if there are not three names on the register of higher grade, it may, upon the written request of a nominating officer to whom it has not been certified, be included in any certification made to said officer.

2. Of the three names certified the nominating officer must select one; and, if at the time of making this selection there are more vacancies than one, he may select more than one name. Each person thus designated for appointment shall be notified, and upon reporting in person to the proper officer shall be appointed for a probational period of six months, at the end of which period, if his conduct and capacity be satisfactory to the nominating officer, he shall receive absolute appointment; but if his conduct and capacity be not satisfactory to said officer, he shall be notified that he will not receive absolute appointment, and this notification shall discharge him from the service.

3. Every nominating officer in the classified customs service shall require the officer under whom a probationer may be serving to carefully observe and report in writing the services rendered by and the character and qualifications of such probationer. These reports shall be preserved on file, and the Commission may prescribe the form and manner in which they shall be made.

4. All other vacancies, unless among the places excepted from examination shall be filled by transfer or promotion.

CUSTOMS RULE V.

1. Until promotion regulations have been applied to a classified customs district, the following promotions may be made therein at any time after absolute appointment:

(a) A clerk, upon any test of fitness determined upon by the nominating officer, to any vacant place in the class next above the one in which he may be serving.

(b) A day inspector, upon any test of fitness determined upon by the nominating officer, to class 2 in the grade of clerk.

(c) A clerk, day inspector, opener and packer, or sampler, after passing the examiner examination, to the grade of examiner.

(d) A messenger, after passing the clerk examination, to the lowest class in the grade of clerk.

(e) A night inspector, after passing the day-inspector examination, to the grade of day inspector.

2. Other promotions may be made, in the discretion of the promoting officer, upon any test of fitness determined upon by him.

CUSTOMS RULE VI.

1. Transfers may be made as follows:

(a) From one office of a classified district to another office in the same district, subject to the provisions of Customs Rule V.

(b) From one classified district to another, upon requisition by the Secretary of the Treasury.

(c) From any bureau of the Treasury Department in which business relating to customs is transacted to any classified customs district, and from any such district to any such bureau, upon requisition by the Secretary of the Treasury.

2. No person may be transferred, as herein authorized, until the board of examiners, acting under (a) of clause 1, or until the Commission, acting under (b) or (c) of clause 1, of this rule, shall have certified to the officer making the transfer requisition that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he is to be transferred, and that such person has been at least six months preceding the date of the certificate in the classified service of the department or customs district from which the transfer is to be made.

CUSTOMS RULE VII.

Upon requisition of a nominating officer in any customs district the board of examiners thereof shall certify for reinstatement in any office under his jurisdiction, in a grade requiring no higher examination than the one in which he was formerly employed, any person who, within one year next preceding the date of the requisition, has, through no delinquency or misconduct, been separated from the classified service of said office.

CUSTOMS RULE VIII.

Each nominating officer of a classified customs district shall report to the board of examiners—

(a) Every probational and absolute appointment, and every appointment under any exception to examination authorized by Customs Rule II, clause 5, made within his jurisdiction.

(b) Every refusal by him to nominate a probationer for absolute appointment, and every refusal or neglect to accept an appointment in the classified service under him.

(c) Every transfer into the classified service under him.

(d) Every separation from the classified service under him, and whether the separation was caused by dismissal, resignation, or death. Places excepted from examination are within the classified service.

(e) Every restoration to the classified service under him of any person who may have been separated therefrom by dismissal or resignation.

Postal rules.

POSTAL RULE I.

1. The classified postal service shall include the officers, clerks, and other persons in the several post-offices classified under the provisions of section 6 of the act to regulate and improve the civil service of the United States, approved January 16 1883.

2. Whenever the officers, clerks, and other persons in any post-office number as many as fifty, any existing classification of the postal service made by the Postmaster-General under section 6 of the act of January 16, 1883, shall apply thereto and thereafter the Commission shall provide examinations to test the fitness of persons to fill vacancies in said post-office; and these rules shall be in force therein. Every revision of the classification of any post-office, under section 6 of the act above mentioned, and every inclusion of a post-office within the classified postal service shall be reported to the President.

POSTAL RULE II.

1. To test fitness for admission to the classified postal service examinations shall be provided as follows:

Clerk examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules, fractions, and percentage.
- (e) Elements of the English language.
- (f) Letter writing.
- (g) Elements of the geography, history, and government of the United States.

Carrier examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules.
- (e) Elements of the geography of the United States.
- (f) Knowledge of the locality of the post-office delivery.
- (g) Physical tests.

Messenger examination.—This examination shall not include more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules.
- (e) Physical tests.

This examination shall also be used to test fitness for the position of piler, stamper, junior clerk, or other places, the duties of which are chiefly manual.

Special examinations.—These examinations shall test fitness for positions requiring knowledge of a language other than the English language, or special or technical knowledge or skill. Each special examination shall include, in addition to the special subject upon which the applicant is to be tested, so many of the subjects of the clerk examination as the Commission may determine.

Noncompetitive examinations.—Such examinations may, with the approval of the Commission, be held under conditions stated in General Rule III, clause 2.

2. No person shall be examined for the position of clerk if under eighteen years of age; and no person shall be examined for the position of messenger, stamper, or junior clerk if under sixteen or over forty-five years of age; and no person shall be examined for the position of carrier if under twenty-one or over forty years of age. No person shall be examined for any other position in the classified postal service if under eighteen or over forty-five years of age.

3. Any person desiring examination for admission to the classified postal service must make request, in his own handwriting, for a blank form of application, which request, and also his application, shall be addressed as directed by the Commission.

4. The date of reception and also of approval by the board of each of such applications shall be noted on the application paper.

5. Exceptions from examinations in the classified postal service are hereby made as follows:

- (a) Assistant postmaster.
- (b) One private secretary, or one confidential clerk of the postmaster.
- (c) Cashier.
- (d) Assistant cashier.
- (e) Superintendents designated by the Post-Office Department, and reported as such to the Commission.

(f) Custodians of money, stamps, stamped envelopes, or postal cards, designated as such by the Post-Office Department, and so reported to the Commission, for whose delinquency the postmaster is under official bond.

6. No person appointed to a place under any exception to examination hereby made shall, within one year after appointment, be transferred to another place not also excepted from examination; but a person who has served not less than one year in an examination-excepted place may be transferred in the post-office in which he is serving to a place not excepted from examination: *Provided*, That before any such transfer may be made the Commission must certify that the person whom it is proposed to transfer has passed an examination to test fitness for the place proposed to be filled by such transfer.

POSTAL RULE III.

1. The papers of every examination shall be marked under the direction of the Commission, and each competitor shall be graded on a scale of 100, according to the general average determined by the marks made by the examiners on his papers.

2. The Commission shall appoint in each classified post-office a board of examiners, which shall—

(a) Conduct all examinations held to test fitness for entrance to or promotion in the classified service of the post-office in which the board is located.

(b) Mark the papers of such examinations, unless otherwise directed, as provided for by General Rule III, clause 12.

(c) Conduct such examinations for the classified departmental service as the Commission may direct.

3. The papers of an examination having been marked, the board of examiners shall ascertain—

(a) The name of every competitor who has, under section 1754 of the Revised Statutes, claim of preference in civil appointments, and who has attained a general average of not less than 65 per centum; and all such competitors are hereby declared eligible to the class or place to test fitness for which the examination was held.

(b) The name of every other competitor who has attained a general average of not less than 70 per centum; and all such applicants are hereby declared eligible to the class or place to test fitness for which the examination was held.

4. The names of all preference-claiming competitors whose general average is not less than 65 per centum, together with the names of all other competitors whose general average is not less than 70 per centum, shall be entered upon the register of persons eligible to the class or place to test fitness for which the examination was held. The names of male and of female eligibles shall be listed separately.

5. The grade of each competitor shall be expressed by the whole number nearest the general average attained by him, and the grade of each eligible shall be noted upon the register of eligibles in connection with his name. When two or more eligibles are of the same grade, preference in certification shall be determined by the order in which their application papers were filed.

6. Immediately after the general averages shall have been ascertained each competitor shall be notified that he has passed or has failed to pass.

7. If a competitor fail to pass, he may, with the consent of the board, approved by the Commission, be allowed reexamination at any time within six months from the date of failure, without filing a new application. But a competitor failing to pass, desiring to take again the same examination, must, if not allowed reexamination within six months from the date of failure, make, in due form, a new application therefor.

8. No person who has passed an examination shall, while eligible on the register supplied by such examination, be reexamined, unless he shall furnish evidence satisfactory to the Commission that at the time of his examination he was, because of illness or for other good cause, incapable of doing himself justice in said examination.

9. The term of eligibility to appointment in the classified postal service shall be one year from the day on which the name of the eligible is entered on the register.

POSTAL RULE IV.

1. Vacancies in the classified service of a post-office, unless among the places excepted from examination, if not filled by either transfer or promotion, shall be filled in the following manner.

(a) The postmaster at a post-office in which a vacancy may exist shall, in form and manner to be prescribed by the Commission, request the board of examiners to certify to him the names of either males or females eligible to the vacant place.

(b) If fitness for the place to be filled is tested by competitive examination, the board of examiners shall certify the names of three males or three females, these names to be those of the eligibles who, standing higher in grade than any other three eligibles of the same sex on the register from which certification is to be made, have not been certified three times from said register: *Provided*, That if upon said register there are the names of eligibles who, under section 1754 of the Revised Statutes, have claim of preference in civil appointments, the names of such eligibles shall be certified before the names of other eligibles higher in grade. The Commission shall make regulations that will secure to each of such preference-claiming eligibles, in the order of his grade among other preference claimants, opportunity to have his claim of preference considered and determined by the appointing officer.

(c) Each name on any register of eligibles may be certified only three times.

2. Of the three names certified to him the postmaster must select one; and if, at the time of making this selection, there are more vacancies than one, he may select more than one name. Each person thus designated for appointment shall be notified,

and upon reporting in person to the postmaster shall be appointed for a probational period of six months, at the end of which period, if his conduct and capacity be satisfactory to the postmaster, he shall receive absolute appointment; but if his conduct and capacity be not satisfactory to said officer he shall be notified that he will not receive absolute appointment, and this notification shall discharge him from the service.

3. The postmaster of each classified post-office shall require the superintendent of each division of his office to carefully observe and report in writing the services rendered by and the character and qualifications of each probationer serving under him. These reports shall be preserved on file, and the Commission may prescribe the form and manner in which they shall be made.

POSTAL RULE V.

Until promotion regulations shall have been applied to a classified post-office, promotions therein may be made upon any test of fitness determined upon by the postmaster, if not disapproved by the Commission: *Provided*, That no employé shall be promoted to any grade he could not enter by appointment under the minimum-age limitation applied thereto by Postal Rule II, clause 2.

POSTAL RULE VI.

1. Transfers may be made as follows:

(a) From one classified post-office to another, upon requisition of the Postmaster-General.

(b) From any classified post-office to the Post-Office Department, and from the Post-Office Department to any classified post-office, upon requisition of the Postmaster-General.

2. No person may be transferred, as herein authorized, until the Commission shall have certified to the officer making the transfer requisition that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he is to be transferred, and that such person has been, at least six months next preceding the date of the certificate, in the classified service of the department or post-office from which the transfer is to be made.

POSTAL RULE VII.

Upon the requisition of a postmaster the board of examiners for his office shall certify for reinstatement, in a grade requiring no higher examination than the one in which he was formerly employed, any person who, within one year next preceding the date of the requisition, has, through no delinquency or misconduct, been separated from the classified service in said office.

POSTAL RULE VIII.

Each postmaster in the classified postal service shall report to the board of examiners:

(a) Every probational and every absolute appointment, and every appointment under any exception to examination authorized by Postal Rule II, clause 5, made in his office.

(b) Every refusal to make an absolute appointment in his office, and every refusal to neglect to accept an appointment in the classified service under him.

(c) Every transfer into the classified service under him.

(d) Every separation from the classified service under him, and whether the separation was caused by dismissal, resignation, or death. Places excepted from examination are within the classified service.

(e) Every restoration to the classified service under him of any person who may have been separated therefrom by dismissal or resignation.

These rules shall take effect March 1, 1888.

GROVER CLEVELAND.

EXECUTIVE MANSION, February 2, 1888.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., June 2, 1888.

SIR: In the force employed in the office of the collector of customs at the port of New York there are eight tellers who receive and count the money paid in at that office, amounting to five hundred thousand dollars a day or upwards, and who should

be persons qualified to handle money with skill and to detect counterfeit coin and bills. One of these places is now vacant, and it is important that it should be filled at the earliest practicable date. The position is not one excepted from examination by Customs Rule II, clause 5; but the collector thinks that it would be imprudent and impracticable for him to be restricted in filling the vacancy to the three names that might be certified to him from the eligible register, and in this opinion the Commission concurs. But whether this class of positions, and certain others in the customs service, should be filled by noncompetitive examination or by special exception is a matter which the Commission has under consideration, but can not determine until after a visit to New York and perhaps other ports. In view, however, of the necessity for immediately filling the present vacancy—but without establishing a precedent—the Commission has the honor to recommend that a noncompetitive examination for the purpose be authorized under subdivision (c), clause 2 of General Rule III, Civil-Service Rules.

Your obedient servants,

JNO. H. OBERLY,
CHAS. LYMAN,

United States Civil Service Commissioners.

To the PRESIDENT.

GROVER CLEVELAND.

Approved, June 5, 1888.

CLASSIFIED POSTAL SERVICE. SPECIAL RULE No. 1.

In addition to the exceptions from examination in the classified postal service made by Postal Rule II, clause 5, the following exception to examination in that service is hereby made:

"Printers, employed as such.

"*Provided*, That before any person may be employed under this exception to examination the Post-Office Department shall inform the Commission of the authority given to employ printers at any post-office, and of the number authorized to be employed at such office."

GROVER CLEVELAND.

JUNE 16, 1888.

[Enclosure D, letter to President, June 2, 1888.]

Ordered, That noncompetitive examinations to test fitness for the following designated places in the classified departmental service be, and are hereby, authorized:

1. In all the Departments: Engineers, assistant engineers, pressmen, and compositors.

2. In the Department of the Treasury.

In the office of the Secretary: Storekeeper, inspector of electric lights, foreman of laborers, captain of watch, lieutenants of watch, and locksmith and electrician.

In the office of the Treasurer: Seventeen clerks employed as expert money tellers.

In the office of the Supervising Surgeon-General of Marine-Hospital Service: Hospital steward, employed as chemist.

3. In the Department of the Interior.

In the office of the Secretary: Stenographer (to be confidential clerk to Secretary), members of the boards of pension appeals, returns office clerk, and six clerks to act as assistant disbursing clerks.

In the Bureau of Pensions: Superintendent of buildings, and two qualified surgeons.

In the Patent Office: Librarian, principal examiners, machinists, and model attendants.

In the office of the Commissioner of Railroads: One bookkeeper.

In the Bureau of Education: Clerk of class four, as librarian.

In the Geological Survey: In permanent force—Librarian. In temporary force—Assistant paleontologists, assistant geologists, topographers, and assistant photographers.

4. In the Department of Agriculture.

In the disbursing office: Four clerks.

5. In the Post-Office Department.

In the office of the Assistant Attorney-General: Stenographer (to be confidential clerk to the Assistant Attorney-General).

Approved, July 2, 1888.

GROVER CLEVELAND.

[Inclosure C, letter to President, June 2, 1888.]

SPECIAL DEPARTMENTAL RULE No. 1.

In addition to the exceptions from examination made by Departmental Rule III, clause 2, the following exceptions to examinations for the classified departmental service are hereby made, viz:

1. In the Department of State, lithographer.
2. In the Department of the Treasury:
 - In the office of the Secretary: Government actuary.
 - In the office of the Comptroller of the Currency: Bond clerk.
 - In the office of the supervising architect: Supervising architect, assistant supervising architect, confidential clerk to supervising architect, and photographer.
 - In the Bureau of the Mint: Assayer, examiner, computer of bullion, and adjuster of accounts.
 - In the Bureau of Navigation: Clerk of class 4, acting as deputy commissioner.
 - In the office of Construction of Standard Weights and Measures: Adjuster and mechanician.
 - In the Bureau of Engraving and Printing: Chief of the Bureau, assistant chief of bureau, engravers, and plate printers.
 - In the Coast and Geodetic Survey: Superintendent, confidential clerk to superintendent, the normal or field force, general office assistant, confidential clerk to general office assistant, engravers and contract engravers, electrotypist and photographer, electrotypist's helper, apprentice to electrotypist and photographer, upper-plate printers, plate-printers' helpers, and mechanicians.
 - In the office of the Commissioner of Internal Revenue: Superintendent of stamp audit.
3. In the Department of the Interior:
 - In the Office of the Secretary: Superintendent of documents, clerk of class three as astodian, clerk to sign land patents, and telephone operator.
 - In the Office of the Assistant Attorney-General: Law clerks—one at \$2,750 per annum, one at \$2,500 per annum, one at \$2,250 per annum, and thirteen at \$2,000 per annum.
 - In the Patent Office: Financial clerk, examiner of interferences, and law clerk.
 - In the General Land Office: Two law clerks, two law examiners, clerk of class 4 acting as receiving clerk, and ten principal examiners of land claims and contests.
 - In the Bureau of Pensions: Assistant chief clerk, medical referee, assistant medical referee, and law clerk.
 - In the Bureau of Indian Affairs: Principal bookkeeper.
 - In the Office of Commissioner of Railroads: Railroad engineer.
 - In the Bureau of Education: Collector and compiler of statistics and statistician.
 - In the Geological Survey: In permanent force—General assistant, executive officer, photographer, twelve geologists, two paleontologists, two chemists, chief geographer, three topographers, and three geographers. In temporary force—Six paleontologists, eight geologists, geographer, mechanician, and editor.
4. In the Department of War: Clerk for the General of the Army, and clerk for the retired General of the Army.
- In the Office of the Chief Signal Officer: Lithographer.
5. In the Department of the Navy.
 - In the Hydrographic Office: Engravers, copperplate printers, printers' apprentices.
6. In the Department of Justice: Pardon clerk, and two law clerks.
7. In the Department of Agriculture.
 - In the office of the Commissioner: Private secretary to the chief clerk, superintendent of grounds, and assistant chief of each of the following divisions: Of botany, chemistry, of entomology, of forestry, and of statistics.
 - In the Bureau of Animal Industry: Chief of the Bureau, assistant chief, private secretary to chief, and chief clerk.
8. In the Post-Office Department: Assistant Attorney-General, law clerk, and agents and employees at postal-note, postage-stamp postal-card, and envelope agencies.
9. In the Department of Labor: Statistical experts and temporary experts.

Approved, July 2, 1888.

GROVER CLEVELAND.

SPECIAL DEPARTMENTAL RULE No. 2.

No substitute shall hereafter be employed in any department; and the head of any department in which substitutes are now employed may appoint any of such substitutes to take the place of his principal, or to any place of lower grade; provided,

that no substitute shall be appointed as herein authorized until he shall have passed an appropriate examination by the Civil Service Commission, and his eligibility shall have been certified by said Commission to the head of the department in which he is employed.

Approved, August 3, 1888.

GROVER CLEVELAND.

SPECIAL CUSTOMS RULE NO. 1.

In addition to exceptions from examination in the classified customs service, made under Customs Rule No. 2, clause 5, the following special exceptions are made:

"In the Boston customs district, office of the naval officer: Assistant deputy naval officer."

Approved, August 10, 1888.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION, *Washington, D. C., August 25, 1888.*

SIR: The Commission respectfully submits for your consideration the following extract from the minutes of its proceedings of August 23, 1888:

"Navy Department, August 23. Harmony, Acting Secretary of the Navy, refers, with a request that the examination asked for therein be held at the earliest possible moment, a communication of the same date of G. S. Dyer, lieutenant, United States Navy, in charge of the Hydrographic Office, Navy Department, requesting that Francis A. Lewis, at New York City, and Joseph T. McMillan, of San Francisco, may be noncompetitively examined for the positions of assistants at the branch hydrographic offices at those places, respectively, under General Rule III, paragraph 2 (e), stating that the positions of assistants at those offices require men specially fitted by a technical nautical education, and, therefore, such as is only obtained in the Navy, and that the young men referred to are recent graduates of the Naval Academy, and have been honorably discharged from the service.

"The positions named in this communication, and similar positions at other branch hydrographic offices, being regarded as in the classified departmental service in the Department of the Navy, and subject to examination, and in view of the qualifications required in such positions, and of the fact that the service is to be rendered at points remote from the city of Washington, it is deemed impracticable to fill these places by competitive examination. It is therefore ordered that they be included among the places to be filled by noncompetitive examination under the provision of General Rule III, clause 2 (e), and that the President be asked to approve this order."

The Commission respectfully requests that you endorse this communication with your approval of the action above quoted and return it as the authority of the Commission for including the places mentioned among the noncompetitive examination places under General Rule III, clause 2 (e).

Very respectfully,

A. P. EDGERTON,
JOHN H. OBERLY,
CHAS. LYMAN,

United States Civil Service Commissioners.

The PRESIDENT.

Approved.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION, *Washington, D. C., October 17, 1888.*

SIR: This Commission has been informed by the Treasury Department that an additional teller has been authorized to be appointed at the custom-house in the city of New York, and that his immediate employment is desired.

This position is not one excepted from examination by Customs Rule II, clause 5; but the collector thinks, in view of its fiduciary character, that it ought to be filled by noncompetitive instead of by competitive examination, and in this view the Commission concurs. It is, therefore, respectfully recommended that a noncompetitive examination for the purpose be authorized under subdivision (e), of clause 2 of General Rule III, Revised Civil-Service Rules.

I have the honor to be, sir, your obedient servant,

CHAS. LYMAN, *Commissioner, in Charge.*

The PRESIDENT.

Approved, October 17, 1888.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., October 31, 1888.

SIR: Approval of the following order for noncompetitive examinations under the provisions of General Rule III, section 2, clause (e), of Revised Civil-Service Rules, is respectfully recommended:

Ordered, That noncompetitive examinations to test fitness for the following designated places in the classified customs service are hereby authorized:

1. In the customs district of New York, collector's office: The tellers employed in the cashier's office; three stenographers employed under the immediate supervision of the collector.

2. In the customs district of San Francisco: Chinese interpreter.

I have the honor to be, sir, your obedient servant,

CHAS. LYMAN, *Commissioner, in Charge.*

The PRESIDENT.

Approved, Nov. 1, 1888.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., October 31, 1888.

SIR: Approval of the following order for noncompetitive examinations under the provisions of General Rule III, section 2, clause (e) of Revised Civil-Service Rules, is respectfully recommended:

Ordered, That noncompetitive examinations to test fitness for the following designated places in the classified departmental service are hereby authorized:

1. In the Department of the Interior, Geological Survey, permanent force: Assistant photographers.

2. In the Department of Labor: Special agents.

I have the honor to be, sir, your obedient servant,

CHAS. LYMAN, *Commissioner, in Charge.*

The PRESIDENT.

Approved, Nov. 1, 1888.

GROVER CLEVELAND.

CIVIL-SERVICE RULES.

AMENDMENT TO GENERAL RULE III.

Clause (e) of section 2 of General Rule III is amended by adding thereto the following, and as thus amended is hereby promulgated:

"But no person appointed to such a place upon noncompetitive examination shall, within one year after appointment, be transferred or appointed to any place not excepted from examination; but after having served in such noncompetitive place at least one year, he may be transferred or appointed in the bureau or office in which he is serving to a place not excepted from examination upon the certificate of the Commission or the proper board of examiners that he has passed an examination to test fitness for the place to which his transfer or appointment is proposed."

Approved November 1, 1888.

GROVER CLEVELAND.

SPECIAL DEPARTMENTAL RULE No. 1.

So much of Special Departmental Rule No. 1, approved July 2, 1888, as applies to the Department of Agriculture, is hereby amended and promulgated as follows:

"7. In the Department of Agriculture:

"In the office of the Commissioner: Private secretary to the chief clerk, superintendent of grounds, and assistant chief of each of the following divisions: Of botany, chemistry, of entomology, of forestry, and of statistics, and the director of experimental stations and the assistant director.

"In the Bureau of Animal Industry: Chief of the Bureau, assistant chief, private secretary to the chief, and chief clerk."

Approved, November 1, 1888.

GROVER CLEVELAND

SPECIAL CUSTOMS RULE No. 1.

Special Customs Rule No. 1, specially excepting from examination certain places in the customs service, is hereby amended by including among those places the following:

"At the port of New York, office of the collector: Bookbinder."

EXECUTIVE MANSION,
Washington, November 1, 1888.

The foregoing amendment is hereby approved.

GROVER CLEVELAND.

CIVIL-SERVICE RULES.

AMENDMENT TO DEPARTMENTAL RULE VII.

Department Rule VII is hereby amended by inserting at the end of the first sentence of section 1 the following:

"*Provided*, That no certification shall be made from the clerk or any supplementary register to any department to which promotion regulations have been applied under General Rule III, section 6, to fill a vacancy above the grade of class one:"

so that, as amended, the first paragraph of section 1 will read:

"1. Vacancies in the classified departmental service, unless among the places excepted from examination, if not filled by either promotion or transfer, shall be filled in the following manner: *Provided*, That no certification shall be made from the clerk or any supplementary register to any department to which promotion regulations have been applied under General Rule III, section 6, to fill a vacancy above the grade of class one."

Approved and promulgated.

EXECUTIVE MANSION, Nov. 1, 1888.

The foregoing amendment is hereby approved.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

The following amendments to departmental rules are hereby made and promulgated:

To Departmental Rule IV.—After the word "service," in section 1 of said rule, insert the following:

"*Provided*, That any person may apply for the position of printer's assistant in the Bureau of Engraving and Printing who is not under eighteen nor over thirty-five years of age," and—

After the word "for" in the same section, strike out the words "which purpose" and insert in lieu thereof the words "such application," so that as amended section 1 will read:

"1. Any person not under twenty years of age may make application for admission to the classified departmental service: *Provided*, That any person may apply for the position of printer's assistant in the Bureau of Engraving and Printing who is not under eighteen nor over thirty-five years of age, and blank forms for such application shall be furnished by the Commission."

To Department Rule VI.—After the word "examination" where it first occurs in section 5 of said rule, insert the words "or an examination for printer's assistant in the Bureau of Engraving and Printing." After the word "which" strike out the words "supplementary or special" where they last occur in said section, and insert in lieu thereof "the," so that as amended section 5 will read:

"5. But the names of all competitors who have passed a supplementary or a special examination, or an examination for printer's assistant in the Bureau of Engraving and Printing, shall be entered, without regard to State residence, upon the register of persons eligible to the class or place to test fitness for which the examination was held."

To Departmental Rule VII.—After the word "or," in the second paragraph of section 3 of said rule, strike out the article "a," and after the word "register" in said paragraph insert the words "or the printer's assistant register," so that as amended said second paragraph of section 3 will read:

"When certification is made from a supplementary or special register, or the

printer's assistant register, and there are more vacancies than one to be filled, the appointing officer may select from the three names certified more than one."

EXECUTIVE MANSION,
Washington, Nov. 5, 1888.

The foregoing amendments are hereby approved.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., October 31, 1888.

SIR: The order heretofore approved by you authorizing noncompetitive examinations under General Rule III, section 2, clause (e), to test fitness for certain designated places in the classified departmental service, included among such places the following:

In the office of the Treasurer of the United States, seventeen clerks employed as expert money tellers.

The attempts thus far made to make appointments to these places under this order have fully satisfied the commission and the Treasury Department of the impracticability of this method of procedure; not because of any difficulty of applying suitable tests to determine the expertness required, but because there are really no experts to be tested. The duties of these positions cannot be learned elsewhere than in the positions themselves, and therefore the only experts are those now occupying them and the very few who have left them for one cause or another, but who are not seeking to return. Therefore, since experts are not available, and persons will have to be appointed who must learn the duties of the positions in the actual performance of those duties, there would seem to be no good reason why such persons should not be selected from the eligible registers of this commission, which are at all times abundantly supplied with the names of persons who are both competent and worthy. And besides, so long as these tempting places are in the noncompetitive list, the Department will be subjected to solicitation and pressure concerning them which it would rather avoid.

In view of these considerations it is respectfully recommended that you approve the revocation of so much of the order above referred to as provides for the appointment upon noncompetitive examination of seventeen clerks in the office of the Treasurer of the United States employed as expert money tellers.

I have the honor to be, sir, your obedient servant,

CHAS. LYMAN, *Commissioner, in charge.*

The PRESIDENT.

Approved Nov. 13, 1888.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., December 5, 1888.

SIR: The Commission recommends that Special Departmental Rule No. 1 be amended by adding to the exceptions from examination therein declared the following:

"10. In all the Departments: Bookbinders."

Very respectfully,

A. P. EDGERTON,
CHAS. LYMAN,
United States Civil Service Commissioners.

The PRESIDENT.

EXECUTIVE MANSION,
Washington, Dec. 6, 1888.

The above proposed amendment is hereby approved.

GROVER CLEVELAND.

1889.

RAILWAY MAIL RULES.

RAILWAY MAIL RULE I.

The classified railway mail service shall include all the officers, clerks, and other persons in that service, classified under the provisions of section 6 of the act to regulate and improve the civil service of the United States, approved January 16, 1883.

RAILWAY MAIL RULE II.

1. To test fitness for admission to the classified railway mail service the following examinations shall be provided:

Clerk examination.—This examination shall include not more than the following subjects:

- (a) Orthography.
- (b) Copying.
- (c) Penmanship.
- (d) Arithmetic: Fundamental rules, fractions, and percentage.
- (e) Letter-writing.
- (f) The geography of the United States and especially of the State or railway mail division in which the applicant resides.
- (g) The railway systems of the State or railway mail division in which the applicant resides.
- (h) Reading addresses.

Other competitive examinations.—Such other competitive examinations as the commission may from time to time deem necessary.

Noncompetitive examinations.—Such examinations may, with the approval of the commission, be held under conditions stated in General Rule III, clause 2.

2. No person shall be examined for the Railway Mail Service if under eighteen or over thirty-five years of age, except that any person honorably discharged from the military or naval service of the United States by reason of disability resulting from wounds or sickness incurred in the line of duty, and whose claim of preference under section 1754 of the Revised Statutes has been allowed by the commission, may be examined without regard to his age.

3. Any person desiring examination for admission to the classified railway mail service must, in his own handwriting, make request for a blank form of application, which request and also his application shall be addressed as follows: "United States Civil Service Commission, Washington, D. C."

4. The date of reception and also of approval by the commission of each application shall be noted on the application paper.

5. Exceptions from examination in the classified railway mail service are hereby made as follows:

- (a) General superintendent.
- (b) Assistant general superintendent.

6. No person appointed to a place under any exception to examination hereby made shall, within one year after appointment, be transferred to another place not also excepted from examination; but after service of not less than one year in an examination-excepted place he may be transferred to a place not excepted from examination upon the certificate of the Commission that he has passed an examination to test fitness for the place to which his transfer is proposed.

RAILWAY MAIL RULE III.

1. The papers of every examination shall be marked under the direction of the Commission, and each competitor shall be graded on a scale of 100, according to the general average determined by the marks made by the examiners on his papers.

2. The Commission shall appoint in each railway mail division as many boards of examiners as it may deem necessary for the good of the service and the convenience of applicants: *Provided*, That there shall be at least one such board in each Territory and not less than two in each State, except that the number may be limited to one each in the States of Rhode Island and Delaware.

3. These boards shall conduct such examination for admission to and promotions in the classified railway mail service and such examinations for the other branches of the classified service as the Commission may direct. They shall also mark such examination papers as the Commission may direct.

4. Unless otherwise directed by the Commission the papers of examination for admission to the classified railway mail service shall be marked by the central board.

5. The papers of an examination having been marked, the Commission shall ascertain—

(a) The name of every competitor who has, under section 1754 of the Revised Statutes, claim of preference in civil appointments, and who has attained a general average of not less than 65 per cent; and all such competitors are hereby declared eligible to the class or place to test fitness for which the examination was held.

(b) The name of every other competitor who has attained a general average of not less than 70 per cent, and all such applicants are hereby declared eligible to the class or place to test fitness for which the examination was held.

6. The names of all preference-claiming competitors whose general average is not less than 65 per cent, together with the names of all other competitors whose gen-

eral average is not less than 70 per cent, shall be entered upon the register of persons eligible to the class or place to test fitness for which the examination was held.

7. The grade of each competitor shall be expressed by the whole number nearest the general average attained by him, and the grade of each eligible shall be noted upon the register of eligibles in connection with his name. When two or more eligibles are of the same grade, preference in certification shall be determined by the order in which their application papers were filed.

8. There shall be a register of eligibles for each State and Territory, and the names of all the eligibles of any State or Territory shall be entered upon the register for that State or Territory. The eligibles of the District of Columbia shall be entered, according to their election, upon the register of the State of Maryland or upon that of the State of Virginia.

9. Immediately after the general averages shall have been ascertained each competitor shall be notified that he has passed or has failed to pass.

10. If a competitor fail to pass, he may, with the consent of the Commission, be allowed a reexamination at any time within six months from the date of failure without filing a new application; but if such reexamination be not allowed within that time he shall not be again examined without making in due form a new application.

11. No eligible shall be allowed reexamination during the term of his eligibility unless he shall furnish evidence satisfactory to the Commission that at the time of his examination, because of illness or other good cause, he was incapable of doing himself justice in said examination.

12. The term of eligibility shall be such as the Commission may by regulation determine, but shall not be less than one year from the day on which the name of the eligible is entered upon the register: *Provided*, That for public and sufficient reasons the Commission shall have authority to extend the term of eligibility of the eligibles on the register of any State or Territory for such period, not exceeding one year, as it may deem necessary, without correspondingly extending the term of the eligibles on the registers of the other States and Territories as to which the same reasons do not exist.

RAILWAY MAIL RULE IV.

1. All vacancies in the classified railway mail service above class 1, unless among the places excepted from examination, shall be filled by promotion, upon such tests of fitness as the Postmaster-General, with the approval of the Commission, may prescribe: *Provided*, That a vacancy occurring in a State or railway mail division in any grade may be filled by the transfer of a clerk of the same grade from another State or division, under such regulations as the Postmaster-General, with the approval of the Commission, may prescribe, or by reappointment under the provisions of Railway Mail Rule VI.

2. All vacancies in class 1, unless filled by transfer or reappointment under Railway Mail Rule VI, shall be filled in the following manner:

(a) The general superintendent shall, in form and manner to be prescribed by the Commission, request the certification to him of eligibles from a State or Territory in which a vacancy then exists.

(b) The Commission shall certify from the register of the State or Territory in which the vacancy exists the names of the three eligibles thereon having the highest averages, who have not been three times certified: *Provided*, That if upon said register there are the names of eligibles having a claim of preference under section 1754, Revised Statutes, the names of such eligibles shall be certified before the names of other eligibles of higher grade: *Provided further*, That if there are not three eligibles upon the register of the State or Territory in which the vacancy exists, eligibles may be certified from the register of any adjoining State or Territory.

(c) The name of an eligible shall not be certified more than three times.

(3) Of the three names certified to the General Superintendent one shall be selected and designated for appointment, and more than one may be if there be more than one vacancy existing at the time.

(4) Each person designated for appointment shall be notified, and upon reporting to the proper officer shall be appointed for a probational period of six months, at the end of which period, if his conduct and capacity be satisfactory, he shall be absolutely appointed; but if his conduct and capacity be not satisfactory he shall be so notified, and such notice shall be his discharge from the service.

5. The General Superintendent, with the approval of the Postmaster-General, shall prescribe regulations under which each probationer shall be observed and tested and a record kept of his conduct and capacity, and such record shall determine his fitness for the service, and whether he shall be dropped during or at the end of probation or be absolutely appointed.

6. There may be certified and appointed in each State and Territory, in the manner provided for in this rule, such number of substitute clerks, not exceeding the ratio of one substitute to twenty regular clerks in such State or Territory as the Post-

master-General may authorize, and any vacancies occurring in class 1 in any State or Territory in which substitutes have been appointed shall be filled by the appointment thereto of those substitutes in the order of their appointment as substitutes without further certification. The time during which any substitute is actually employed in the service shall be counted as a part of his probation.

RAILWAY MAIL RULE V.

1. Transfers may be made as follows:

(a) From the classified railway mail service to any classified post-office, and from any classified post-office to the classified railway mail service, upon requisition of the Postmaster-General.

(b) From the classified railway mail service to the Post-Office Department, and from the Post-Office Department to the classified railway mail service, upon requisition of the Postmaster-General.

2. No person shall be transferred, as herein authorized, until the Commission shall have certified to the Postmaster-General that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he is to be transferred, and that such person has been at least six months next preceding the date of the certificate in the classified railway mail service, or in the classified service of the post-office or department from which the transfer is to be made: *Provided*, That no employé shall be transferred to any grade which he could not enter by original appointment by reason of any age limitation prescribed by the civil-service rules.

RAILWAY MAIL RULE VI.

1. Upon requisition of the Postmaster-General, the Commission shall certify for reinstatement, in a grade or class no higher than that in which he was formerly employed, any person who, within one year next preceding the date of the requisition, has, through no delinquency or misconduct, been separated from the classified railway mail service.

RAILWAY MAIL RULE VII.

1. The General Superintendent of the Railway Mail Service shall report to the Commission—

(a) Every probational (whether substitute or regular) and every absolute appointment in the Railway Mail Service in each State or Territory; every appointment under any exception to examination authorized by Railway Mail Rule II, clause 5; every reappointment under Railway Mail Rule VI, and every appointment of a substitute to a regular place.

(b) Every refusal to make an absolute appointment and the reason therefor, and every refusal or neglect to accept an appointment in the classified Railway Mail Service.

(c) Every transfer into the classified railway mail service.

(d) Every separation from the classified railway mail service and the cause of such separation.

(e) Every promotion or degradation in the classified railway mail service, if such promotion or degradation be from one class to another class.

(f) Once in every six months, namely, on the 30th of June and the 31st of December of each year, the whole number of employés in each railway mail division, arranged by States and classes, showing the number of substitutes and the number of regular employés in each class in each State or Territory.

EXECUTIVE MANSION,
Washington, January 4, 1889.

The above rules are hereby approved to take effect March 15, 1889; provided that such rules shall become operative and take effect in any State or Territory as soon as an eligible register for such State or Territory shall be prepared, if it shall be prior to the date above fixed.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

Amendments to General Rules II, III, IV, Departmental Rules V, VIII, Customs Rule III, and Postal Rules II, VI are hereby made and promulgated as follows:

GENERAL RULE II.

In line one, strike out the word "three" and insert in place thereof the word "four." At the end of the rule insert the following: "4. The classified railway mail service." The rule as thus amended will read:

"There shall be four branches of the classified civil service, as follows:

- "1. The classified departmental service.
- "2. The classified customs service.
- "3. The classified postal service.
- "4. The classified railway mail service."

GENERAL RULE III.

In section 9, line two, after the word "service," insert the words "and the classified railway mail service." The section as thus amended will read:

"9. Every applicant for examination for the classified departmental service and the classified railway mail service must support the statements of his application paper by certificates of persons acquainted with him, residents of the State, Territory, or district in which he claims *bona fide* residence; and the Commission shall prescribe the form and number of such certificates."

In section 10, line one, after the word "or," insert the words "procured by his;" strike out all after the word "connivance" in line one, to and including the word "and" in line three, and in place of the words stricken out insert the words "or any;" strike out all after the word "consent" in line four, to and including the word "examination" in line five; strike out the words "for refusing" in line six; change the period to a comma at the end of line six and insert after the comma the words "or to certify him for appointment, or for his removal after appointment." The section as thus amended will read:

"10. A false statement made by an applicant, or procured by his connivance, or any deception or fraud practiced by an applicant, or by any person on his behalf with his consent, shall be good cause for refusal to examine such applicant or to mark his papers after examination, or to certify him for appointment, or for his removal after appointment."

GENERAL RULE IV.

In section 2 strike out the letter "a," in brackets, in line two; change the period to a semicolon at the end of line four; in line five strike out the letter "b," in brackets, and strike out all after the word "has" to and including the word "has" in line seven, and write the section as one paragraph. The section as thus amended will read:

"2. The Commission may refuse to certify an eligible who is so defective in sight, speech, or hearing, or who is otherwise so defective physically as to be apparently unfit to perform the duties of the position to which he is seeking appointment; or an eligible who has been guilty of crime or of infamous or of notoriously disgraceful conduct."

DEPARTMENTAL RULE V.

In section 2, paragraph 6, after the word "service," in line three, insert the words "or the classified railway mail service;" in paragraph 7, line one, strike out the word "and," and after the word "postal" in the same line insert the words "and railway mail." The section as thus amended will read:

"*Local boards.*—These boards shall be organized at one or more places in each State and Territory where examinations for the classified departmental service or the classified railway mail service are to be held, and shall conduct such examinations; and each shall be composed of persons in the public service residing in the State or Territory in which the board is to act.

"*Customs, postal, and railway-mail boards.*—These boards shall conduct such examinations for the classified departmental service as the Commission may direct."

DEPARTMENTAL RULE VIII.

In section 1, clause (c), line one, after the word "post-office," insert "or to the classified railway mail service;" in line two, after the word "from," strike out the words "such an office" and insert "a classified post-office or the classified railway mail service." The clause as thus amended will read:

"(c) From the Post-Office Department to a classified post-office or to the classified railway mail service, and from a classified post-office or the classified railway mail service to the Post-Office Department, upon requisition by the Postmaster-General."

In section 2, line six, after the word "been," insert "in the classified railway mail service or." The section as thus amended will read:

"2. No person may be transferred as herein authorized until the Commission shall have certified to the officer making the transfer requisition that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he is to be transferred, and that such person has, during at least six months preceding the date of the certificate, been in the classified railway mail service or in the classified service of the Department, customs district, or post-office from which the transfer is to be made: *Provided*, That no person who has been appointed from the copyist register shall be transferred to a place the salary of which is more than \$900 per annum until one year after appointment."

CUSTOMS RULE III.

In section 2, clause (c), at the end of line one insert "and the classified railway mail service." The clause as thus amended will read:

"(c) Conduct such examinations for the classified departmental service and the classified railway mail service as the Commission may direct."

POSTAL RULE II.

In section 5, at the end of clause (e) of that section, strike out the period and insert a comma, and after the comma the following: "*Provided*, That superintendents of mails shall be selected from among the employees of the Railway Mail Service." The clause as thus amended will read:

"Superintendents designated by the Post-Office Department, and reported as such to the Commission, *Provided*, That superintendents of mails shall be selected from among the employees of the Railway Mail Service."

POSTAL RULE VI.

In section 1, clause (a), after the word "another" in line 1 of that clause strike out the comma and insert a semicolon, and after the semicolon the following: "from any classified post-office to the classified railway mail service; and from the classified railway mail service to any classified post-office."

In clause (b) after the word "post-office" in line 1 insert "or from the classified railway mail service," and in line 2 after the word "post-office" insert "or to the classified railway mail service."

In section 2, line 6, after the word "certificate" insert "in the classified railway mail service or." The rule as thus amended will read:

"1. Transfers may be made as follows:

"(a) From one classified post-office to another; from any classified post-office to the classified railway mail service; and from the classified railway mail service to any classified post-office upon requisition of the Postmaster-General.

"(b) From any classified post-office, or from the classified railway mail service to the Post-Office Department, and from the Post-Office Department to any classified post-office, or to the classified railway mail service, upon requisition of the Postmaster-General.

"2. No person may be transferred as herein authorized until the Commission shall have certified to the officer making the transfer requisition that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he is to be transferred, and that such person has been at least six months next preceding the date of the certificate in the classified railway mail service or in the classified service of the department or post-office from which the transfer is to be made."

Approved, January 4, 1889.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., February 8, 1889.

SIR: The Commission recommends that Special Departmental Rule No. 1 be amended by adding to the exceptions from examination therein declared the following:

"11. In the Department of Justice: Assistant attorneys.

"12. In the Department of Agriculture, Bureau of Experiment Stations: Private secretary to the director."

Very respectfully,

CHAS. LYMAN.

United States Civil Service Commissioner.

The PRESIDENT.

Approved, Feby. 11, 1889.

GROVER CLEVELAND.

Two Commissioners concurred in recommending that action.

CHAS. LYMAN.

EXECUTIVE MANSION, *Feby. 11, 1889.*

Respectfully referred to the Secretary of State, with a request that he will furnish a copy of within amendment to the civil-service rules to the Civil Service Commission.

By direction of the President :

D. S. LAMONT, *Private Secretary.*

UNITED STATES CIVIL SERVICE COMMISSION.

Washington, D. C., February 9, 1889.

SIR: This Commission has the honor to recommend that the order of the President, fixing the places to which appointments may be made upon noncompetitive examination, under General Rule III, section 2 (clause f), may be amended by including among such places the following:

"In the Post-Office Department, captain of the watch."

This recommendation is based upon the letter of the Postmaster-General, dated December 19, 1888, in which he says:

"I would request that places in the Post-Office Department subject to noncompetitive examination be increased by including the position of captain of the watch, as the duties of the position are of such a nature that the head of the Department should be permitted to recommend for examination such person as would possess such other qualifications in addition to the merely clerical ones as would commend him to the head of the Department to fill satisfactorily such position."

Very respectfully,

CHAS. LYMAN,

United States Civil Service Commissioner.

THE PRESIDENT.

Two Commissioners concurred in recommending this action.

CHAS. LYMAN.

Approved, February 11, 1889.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C., February 9, 1889.

SIR: This Commission has the honor to recommend that the order heretofore approved by you authorizing noncompetitive examination under General Rule III, section 2, clause (e), to test fitness for certain designated places in the classified departmental service, may be amended by the revocation of so much of the order above referred to as provides for the appointment upon noncompetitive examination of "Inspector of electric lights" in the office of the Secretary, in the Treasury Department.

Very respectfully,

CHAS. LYMAN,

United States Civil Service Commissioner.

THE PRESIDENT.

Two Commissioners concurred in recommending this action.

CHAS. LYMAN.

Approved, February 11, 1889.

GROVER CLEVELAND.

EXECUTIVE MANSION,

Washington, March 11, 1889. (Received March 12.)

Whereas civil-service rules for the Railway Mail Service were approved January 4, 1889, to go into effect March 15, 1889; and

Whereas it is represented to me by the Civil Service Commission in a communication of this date that it will be impossible to complete arrangements for putting said rules into full effect on said date, or sooner than May 1, 1889; it is therefore

Ordered, That said railway mail rules shall take effect May 1, 1889, instead of March 15, 1889: *Provided*, That such rules shall become operative and take effect in any State or Territory as soon as an eligible register for such State or Territory shall be prepared, if it shall be prior to the date above fixed.

BENJ. HARRISON.

[Filed under 17 April, 1889.]

AMENDMENT TO SPECIAL DEPARTMENTAL RULE I.

Special Departmental Rule I is hereby amended by including among the places excepted from examination thereunder in section 2 the following: "And inspector of furniture."

As amended, so much of that section as relates to the office of Secretary of the Treasury will read as follows:

"2. In the Department of the Treasury. In the office of the Secretary: Government actuary and inspector of furniture."

BENJ. HARRISON.

EXECUTIVE MANSION, *April 17, 1889.*

AMENDMENT TO SPECIAL DEPARTMENTAL RULE I.

Special departmental rule 1 is hereby amended by including among the places excepted from examination thereunder in section 2 the following:

"Custodian of dies, rolls, and plates at the Bureau of Engraving and Printing, two subcustodians, keeper of the vault, and distributor of stock."

As amended so much of that section as relates to the office of the Secretary of the Treasury will read:

"2. In the Department of the Treasury, in the office of the Secretary: Government actuary, inspector of furniture, custodian of dies, rolls, and plates at the Bureau of Engraving and Printing, two subcustodians, keeper of the vault, and distributor of stock."

BENJ. HARRISON.

MAY 4, 1889.

AMENDMENTS TO DEPARTMENTAL RULE VIII.

Departmental Rule VIII is hereby amended as follows:

At the end of section 1 insert an additional clause as follows:

"(d) From the office of the President of the United States, after two years continuous service therein immediately preceding the transfer, to any place in the classified service without examination, upon the requisition of the head of the department to which the transfer is to be made and the certification of the Commission."

In section 2, line one, after the word "authorized" insert the following: "Except as provided in section 1, clause (d)."

BENJ. HARRISON.

EXECUTIVE MANSION, *May 27, 1889.*

[Endorsement.]

EXECUTIVE MANSION, *May 27, 1889.*

Respectfully referred to the Secretary of State, with a request that he furnish a copy of the within amendment to Departmental Rule VIII to the Civil Service Commission.

By direction of the President:

E. W. HALFORD, *Private Secretary.*

AMENDMENTS TO SPECIAL DEPARTMENTAL RULE I.

Special Departmental Rule I is hereby amended as follows:

In section 2 at the end of paragraph 1 insert the following: "Foremen of laborers, skilled laborers, elevator conductors, foreman of cabinet shop and cabinetmakers, so that as amended so much of section 2 as relates to the office of the Secretary of the Treasury will read: In the office of the Secretary: Government actuary, inspector of furniture, custodian of dies, rolls, and plates at the Bureau of Engraving and Printing, two subcustodians, keeper of the vault, and distributor of stock, foremen of laborers, skilled laborers, elevator conductors, foreman of cabinet shop and cabinetmakers."

In section 3 strike out the last paragraph and insert in lieu thereof the following:

"In the Geological Survey: General assistant, executive officer, chief photogra-

pher, editor, all scientific employes of the Geological Survey officially designated as follows: Chief geologist, geologist, assistant geologist, chief paleontologist, paleontologist, and assistant paleontologist, chief chemist, chemist, assistant chemist, chief physicist, physicist, assistant physicist, chief geographer, geographer, assistant geographer, chief topographer, topographer, assistant topographer, chief hydrographer, hydrographer, assistant hydrographer, supervising engineer, engineer, assistant engineer, paleontological draughtsman, chief mechanic, mechanic, assistant mechanic.

BENJ. HARRISON.

EXECUTIVE MANSION, June 10, 1889.

AMENDMENTS TO DEPARTMENTAL RULE X, CUSTOMS RULE VII, POSTAL RULE VII, AND RAILWAY MAIL RULE VI.

Departmental Rule X, Customs Rule VII, Postal Rule VII, and Railway Mail Rule VI are hereby amended by adding to each of said rules at the end thereof the following:

"Provided, That certification may be made, subject to the other conditions of this rule, for the reinstatement of any person who served in the military or naval service of the United States, in the late war of the rebellion, and was honorably discharged therefrom, without regard to the length of time he has been separated from the service."

BENJ. HARRISON.

EXECUTIVE MANSION, June 18, 1889.

AMENDMENT TO GENERAL RULE III.

Clause (A) of section 2 of General Rule III is hereby amended by adding to that clause at the end thereof the following:

"Or for temporary appointment for not exceeding thirty days in any part of the classified service."

Approved.

BENJ. HARRISON.

JULY 26, 1889.

AMENDMENT TO RAILWAY MAIL RULE II.

Section 5 of Railway Mail Rule II is hereby amended by adding an additional clause, as follows: "(c) Printers, employed as such."

Approved.

BENJ. HARRISON.

JULY 26, 1889.

AMENDMENT TO RAILWAY MAIL RULE II.

Clause 5 of Railway Mail Rule II is hereby amended by adding thereto the following clauses:

"(d) Clerks employed exclusively as porters in handling mail-matter in bulk, in sacks, or pouches, and not otherwise.

"(e) Clerks employed exclusively on steamboats."

Approved.

BENJ. HARRISON.

EXECUTIVE MANSION, August 17, 1889.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE 1.

Clause 2 of Special Departmental Rule 1 is hereby amended by including among the places excepted from examination in the office of the Supervising Architect the following: "Engineers and draughtsmen of classes 1, 2, 3, 4, and 5, not exceeding ten in all: *Provided*, That these ten places shall cease to be excepted places from and after June 30, 1890."

As thus amended, so much of clause 2 as relates to the office of the Supervising Architect will read as follows:

"In the office of the Supervising Architect: Supervising Architect, assistant and chief clerk, confidential clerk to Supervising Architect, photographer, engineers, and draughtsmen of classes 1, 2, 3, 4, and 5, not exceeding ten in all: *Provided*, That these ten places shall cease to be excepted places from and after June 30, 1890."

Approved.

BENJ. HARRISON.

AUGUST 20, 1889.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE 1.

Section 2 of Special Departmental Rule 1, is hereby amended by adding to the places excepted from examination in the Bureau of Engraving and Printing the following:

"Plate cleaners, transferers, hardeners, provers, pressmen, machinists, plumbers, carpenters, and blacksmiths."

Approved.

BENJ. HARRISON.

OCT. 29, 1889.

AMENDMENTS TO RAILWAY MAIL RULE IV.

Section 2 of Railway Mail Rule IV is hereby amended by substituting for clause (b) of said section the following:

"(b) The Commission shall certify from the register of the State or Territory in which the vacancy exists the names of the three eligibles thereon having the highest averages, resident in the counties of said State or Territory through or on the borders of which the section of the road passes on which the person to be appointed is to serve, who have not been three times certified: *Provided*, That if there are not three eligibles resident in said counties, then certification shall be made in like manner from the counties of said State or Territory nearest to the line of said road in which there are three eligibles, or if there are not three eligibles upon the register of said State or Territory, then certification may be made from the register of any adjoining State or Territory: *Provided further*, That if upon the register of the State or Territory in which vacancy exists there are the names of eligibles having a claim of preference under section 1754, Revised Statutes, the names of such eligibles shall be certified before the names of other eligibles of higher grade."

At the end of the rule add an additional section as follows:

"7. In case of public and pressing exigency demanding the immediate employment of experienced railway mail clerks who can not be at once supplied in the manner provided for in section 2 of this rule, or by transfer under Rule V, or reappointment under Rule VI, there may be employed, without examination or certification, under such regulations as the Postmaster-General may prescribe, for a period not to exceed thirty days, which, with the consent of the Commission, may be extended to sixty days, any persons who have been in the Railway Mail Service who have the requisite knowledge and experience who may be available. Every such employment and the reasons therefor shall be at once reported to the Commission."

Approved, Nov. 1, 1889.

BENJ. HARRISON.

AMENDMENT TO SPECIAL CUSTOMS RULE No. 1.

Special Customs Rule No. 1 is hereby amended by adding to the places excepted from examination at the port of New York the following:

"Office of the General Appraiser: Chief clerk and law clerk."

Approved, November 18, 1889.

BENJ. HARRISON.

1890.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the exceptions from examination in the Department of Agriculture the following:

"Scientific or professional experts to be employed in investigations specially

authorized by Congress, but not to include any persons regularly employed in that Department nor any persons whose duties are not scientific or professional, and who are not experts in the particular line of scientific or professional inquiry in which they are to be employed."

Approved, January 29, 1890.

BENJ. HARRISON.

AMENDMENTS TO POSTAL RULE II.

Section 1 of Postal Rule II is hereby amended by adding to the subjects of the clerk examination the following: "Reading addresses and physical tests;" and to the subject of carrier examination the following: "Reading addresses."

Approved, January 29, 1890.

BENJ. HARRISON.

AMENDMENT TO SPECIAL CUSTOMS RULE No. 1.

Special Customs Rule No. 1 is hereby amended by adding thereto the following: "In the customs district of New York: Detectives employed exclusively as such." approved, March 10, 1890.

BENJ. HARRISON.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

That part of Special Departmental Rule No. 1, relating to the Coast and Geodetic Survey, as printed on page 66 of the fifth annual report of the Commission, is hereby amended by striking out, in line 3, after the word "to," the words "general office assistant" and inserting in lieu thereof the words "assistant in charge of office and topography;" so that as amended the clause will read: "Confidential clerk to assistant in charge of office and topography."

Approved, March 10, 1890.

BENJ. HARRISON.

AMENDMENT TO DEPARTMENTAL RULE VII.

Departmental Rule VII is hereby amended by adding thereto the following section, to be numbered seven (7):

"7. In case of temporary absence, from sickness or other unavoidable cause, of clerks, copyists, or employees of other grades for which examinations are held, there may be certified, in the manner provided for in this rule, and employed under such regulations as the heads of the several departments shall prescribe, substitutes for such clerks, copyists, or other employees, so absent, and such substitutes so employed in any department shall be appointed, in the order of their employment as substitutes, to the regular grades of that department without further certification as vacancies to which they are eligible may occur therein while so employed as substitutes; every such appointment to be at once reported to the Commission."

"*Provided*, That no person while employed as a substitute in one department shall be certified as a substitute to any other department; and that no person employed as a substitute shall, by reason of such employment, be deprived of any right of certification for a regular place to which he may be entitled under the rules: *And provided further*, That service rendered as a substitute shall not be ground for reinstatement under Departmental Rule X. The time during which any substitute who shall be appointed to a regular place is actually employed as such shall be counted as a part of his period of probation. No substitute shall be employed in any department otherwise than as herein provided."

Special Departmental Rule 2 is hereby revoked.

BENJ. HARRISON.

MARCH 28, 1890.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C., May 31, 1890.

SIR: This Commission has the honor to recommend that special departmental rule No. 1 be amended by adding to the exceptions from examination therein

declared the following: "In the Department of the Treasury, in the Life-Saving Service: Topographer and hydrographer."

We have the honor to be, your obedient servants,

CHAS. LYMAN,
THEODORE ROOSEVELT,
HUGH S. THOMPSON,
U. S. Civil Service Commissioners.

The PRESIDENT.

Approved June 3, 1890.

BENJ. HARRISON.

AMENDMENT TO CIVIL-SERVICE RULES.

Departmental Rule VIII, section 1, clause (b), is hereby amended by inserting, after the word "transacted," the following: "and from the office of the Solicitor of the Treasury," and after the word "Department," where it last occurs, the following: "or to said office," so that as amended the clause will read:

"(b) From a bureau of the Treasury Department in which business relating to the customs is transacted, and from the office of the Solicitor of the Treasury to a classified customs district, and from such a district to such a bureau of the Treasury Department or to said office, upon requisition by the Secretary of the Treasury."

Approved, July 23, 1890.

BENJ. HARRISON.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE 1.

Special Departmental Rule 1 is hereby amended by adding to the places excepted from examination in the Department of Agriculture the following: "Wood engravers."

JULY 30, 1890.

BENJ. HARRISON.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended by adding to the places excepted from examination therein the following:

"In the Post-Office Department, Office of the Postmaster-General: Stenographer, as confidential clerk to the Chief Post-Office Inspector."

SEPTEMBER 2, 1890.

BENJ. HARRISON.

AMENDMENT TO RAILWAY MAIL RULE IV.

Section 7 of Railway Mail Rule 4 is hereby amended by inserting in line seven, after the word "days," the following: "Or until the emergency ceases."

OCTOBER 31, 1890.

BENJ. HARRISON.

1891.

Special Departmental Rule No. 1 is hereby amended by adding to the exceptions from examination therein declared the following:

"In the Department of Agriculture, in the office of the Secretary, division of illustration and engraving, one artist."

JANUARY 26, 1891.

BENJ. HARRISON.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the places excepted from examination therein the following:

"In the Department of Agriculture, in the office of the Secretary: Private secretary to the chief of the division of statistics."

FEBRUARY 18, 1891.

BENJ. HARRISON.

AMENDMENTS TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the places excepted from examination therein the following:

"In the Department of the Treasury, in the Coast and Geodetic Survey: Clerk to act as confidential clerk and cashier to the disbursing officer.

"In the Post-Office Department, office of Assistant Attorney-General: Confidential clerk to the Assistant Attorney-General."

BENJ. HARRISON.

FEBY. 21, 1891.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the places excepted from examination therein the following:

"In the Department of Agriculture, in the office of the Secretary: Clerk to act as appointment clerk."

BENJ. HARRISON.

MARCH 4, 1891.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the places excepted from examination therein the following:

"In the Post-Office Department, office of the First Assistant Postmaster-General: Assistant superintendent of free delivery."

BENJ. HARRISON.

MARCH 16, 1891.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the places excepted from examination therein the following:

"In the Treasury Department, office of the Secretary: One clerk in the office of the disbursing clerk."

BENJ. HARRISON.

APRIL 3, 1891.

CLASSIFICATION OF INDIAN SERVICE.

DEPARTMENT OF THE INTERIOR,
Washington, April 13, 1891.

By direction of the President of the United States, and in accordance with the third clause of section 6 of an act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883,

It is ordered, That all physicians, school superintendents and assistant superintendents, school-teachers, and matrons in the Indian service be, and they are hereby, arranged in the following classes, without regard to salary or compensation:

Class 1. Physicians.

Class 2. School superintendents and assistant superintendents.

Class 3. School-teachers.

Class 4. Matrons.

Provided, That no person who may be required by law to be appointed to an office by and with the advice and consent of the Senate, and that no person who may be employed merely as a laborer or workman or in connection with any contract schools, shall be considered as within this classification, and no person so employed shall be assigned to the duties of a classified place.

It is further ordered, That no person shall be admitted to any place not excepted from examination by the civil-service rules in any of the classes above designated until he or she shall have passed an appropriate examination under the United States Civil Service Commission, and his or her eligibility has been certified to by said Commission, or the appropriate board of examiners.

JOHN W. NOBLE, *Secretary.*

EXECUTIVE MANSION, *April 13, 1891.*

I approve of the within classification, and if you see no reason to suggest any further modification you will please put in force.

BENJ. HARRISON.

The SECRETARY OF THE INTERIOR.

AMENDMENT TO GENERAL RULE III.

Clause (c) of section 2 of General Rule III is hereby revoked, and clauses (d), (e), (f), (g), and (h) are lettered, respectively, (c), (d), (e), (f), and (g).

BENJ. HARRISON.

APRIL 13, 1891.

AMENDMENTS TO CIVIL-SERVICE RULES.

The civil-service rules are hereby amended as follows:

GENERAL RULE II.

In line one strike out the word "four" and insert in lieu thereof the word "five." Add at the end of the rule the following:

"5. The classified Indian service."

GENERAL RULE III.

Strike out paragraphs one and two of section 6 of General Rule III, and insert in lieu thereof the following:

"So far as practicable and useful, competitive examinations shall be established in the classified civil service to test fitness for promotion, under such regulations as the Commission may make. Until such regulations have been applied to any part of the classified service promotions therein shall be made in the manner prescribed by the rule applicable thereto."

DEPARTMENTAL RULE VI.

Strike out the first sentence of section 6, and transfer the remaining sentence to section 5. Change the numbers of sections 7, 8, 9, and 10 to 6, 7, 8, and 9, respectively.

CUSTOMS RULE III.

Strike out the first sentence of section 5 and transfer the remaining sentence to section 4. Change the numbers of sections 6, 7, 8, and 9 to 5, 6, 7, 8, respectively.

POSTAL RULE III.

Strike out the first sentence of section 5 and transfer the remaining sentence to section 4. Change the numbers of sections 6, 7, 8, and 9 to 5, 6, 7, and 8, respectively.

RAILWAY MAIL RULE III.

Strike out the first sentence of section 7 and transfer the remaining sentence to section 4. Change the numbers of sections 8, 9, 10, 11, and 12 to 7, 8, 9, 10, and 11, respectively.

RAILWAY MAIL RULE II.

Insert an additional clause to section 5 as follows:

"(f) Transfer clerks at junction points or stations where not more than two such clerks are employed."

RAILWAY MAIL RULE IV.

Insert an additional proviso at the end of clause (b) of section 2 as follows:

"Provided further, That on a line on which the service does not require the full time of a clerk, and one can be employed jointly with the railroad company, the appointment may be made without examination and certification, with the consent of the Commission, upon a statement of the facts by the General Superintendent; but no clerk so appointed shall be eligible for transfer or appointment to any other place in the service."

In section 6, line 3, strike out the word "twenty," and insert in lieu thereof the word "ten."

In section 7, line 6, strike out the word "thirty," and insert in lieu thereof the word "sixty;" in the same line strike out the word "to," and insert in lieu thereof the words "in periods of." In line 7 strike out the words "who have been in the Railway Mail Service."

BENJ. HARRISON.

EXECUTIVE MANSION, August 6, 1891.

INDIAN RULES.

INDIAN RULE I.

The classified Indian service shall include all the physicians, school superintendents, assistant superintendents, school teachers, and matrons in that service, classified under the provisions of section 6 of the act to regulate and improve the civil service of the United States, approved January 16, 1883.

INDIAN RULE II.

1. To test fitness for admission to the classified Indian service, examinations of a practical character shall be provided on such subjects as the Commission may direct for physician, superintendent, assistant superintendent, teachers, and matrons.

2. The following age limitations shall apply to applicants for examination for the classified Indian service: For physician, not under 25 years of age nor over 45; for superintendent, not under 25 nor over 50; for assistant superintendent and for teacher not under 20 nor over 50; for matron, not under 25 nor over 55: *Provided*, That these limitations shall not apply to the wives of superintendents of Indian schools who apply for the position of matron, nor shall the maximum limitations apply to persons allowed preference under section 1754, Revised Statutes, by the Commission.

3. Blank forms of application shall be furnished by the Commission, and the date of reception and also of approval by the Commission of each application shall be noted on the application paper.

INDIAN RULE III.

1. The papers of every examination shall be marked under regulations made by the Commission. Each competitor shall be graded on a scale of 100, according to the general average determined by the markings.

2. Immediately after the general average shall have been ascertained, each competitor shall be notified that he has passed or has failed to pass.

3. A competitor who has failed to pass an examination may, with the consent of the Commission, be allowed reexamination at any time within six months from the date of failure, without filing a new application; but if he be not allowed reexamination within six months, he shall be required to file a new application before being again examined.

4. No eligible shall be allowed reexamination during the period of his eligibility unless he shall furnish satisfactory evidence to the Commission that at the time of his examination, because of illness or other good cause, he was incapable of doing himself justice; and his rating on such reexamination shall cancel and be a substitute for his rating on his former examination.

5. All competitors whose claim to preference under section 1754 of the Revised Statutes have been allowed by the Commission, who attain a general average of 65 per cent or over, and all other competitors who attain a general average of 70 per cent or over, shall be eligible for appointment to the place for which they were examined. The names of all the competitors thus rendered eligible shall be entered, in the order of grade, on the proper register of eligibles.

6. When two or more eligibles are of the same grade, preference in certification shall be determined by the order in which the application papers are filed.

7. For the Indian service there shall be four districts and a separate register of eligibles for each grade of examination for each district, the names of males and females being listed separately on each register. The districts shall be comprised as follows: No. 1, of the States of Michigan, Wisconsin, Minnesota, Iowa, Nebraska, North Dakota, South Dakota, Montana, and Wyoming. No. 2, of the States of Idaho, Washington, Oregon, Nevada, and that part of California lying north of the thirty-seventh parallel of latitude, and the Territory of Utah. No. 3, of that part of California lying south of the thirty-seventh parallel of latitude, the Territories of Arizona, New Mexico, Oklahoma, the Indian Territory, and the States of Colorado, Kansas, Missouri, Arkansas, Louisiana, and Texas. No. 4, of all the States of the United States not embraced in any of the foregoing districts, together with the District of Columbia. Upon the written request of any eligible his name shall be entered upon the register of any one or more of the districts other than that in which he resides: *Provided*, That he shall state in writing his willingness to accept service wherever assigned in any such district.

8. The period of eligibility to appointment shall be one year from the date on which the name of the eligible is entered on the register, unless otherwise determined by regulation of the Commission.

INDIAN RULE IV.

1. All vacancies, unless filled by promotion, transfer, or reappointment, shall be filled in the following manner:

(a) The Commissioner of Indian Affairs, through the Secretary of the Interior, shall, in form and manner to be prescribed by the Commission, request the certification to him of male or female eligibles from the district in which the vacancy exists.

(b) If fitness for the vacant place is tested by competitive examination, the Commission shall certify from the proper register of the district in which the vacancy exists the names of the three eligibles thereon, of the sex called for, having the highest averages: *Provided*, That the eligibles upon any register who have been allowed preference under section 1754 of the Revised Statutes shall be certified, according to their grade, before all other eligibles thereon: *And provided further*, That if the vacancy is in the grade of matron or teacher and the wife of the superintendent of the school in which the vacancy exists is an eligible, she may be given preference in certification, if the appointing officer so requests.

2. Of the three names certified to him the appointing officer shall select one; and if at the time of making this selection there are more vacancies than one he may select more than one: *Provided*, That if the appointing officer to whom certification has been made shall object in writing to any eligible named in the certificate, stating that because of physical incapacity, or for other good cause particularly specified, such eligible is not capable of properly performing the duties of the vacant place, the Commission may, upon investigation and ascertainment of the fact that the objection made is good and well founded, direct the certification of another eligible in place of the one objected to.

3. Each person thus designated for appointment shall be notified, and upon indicating acceptance shall be appointed for a probationary period, if a physician, for six months, and if a school employé, to expire at the end of the then current school year, at the end of which period, if his conduct and capacity be satisfactory to the appointing officer, he shall receive absolute appointment; but if his conduct and capacity be not satisfactory to said officer he shall be so notified, and this notification shall be his discharge from the service: *Provided*, That any probationer may be discharged during probation for misconduct or evident unfitness or incapacity.

4. The Commissioner of Indian Affairs shall require the officer under whom a probationer may be serving to carefully observe and report in writing upon the services rendered by and the character and qualifications of such probationer as to punctuality, industry, habits, ability, and adaptability. These reports shall be preserved on file, and the Commission may prescribe the form and manner in which they shall be made.

5. In case of the sudden occurrence of a vacancy in any school during a school term which the public interest requires to be immediately filled the Commissioner of Indian Affairs is authorized, in his discretion, to provide for the temporary filling of the same until a regular appointment can be made under the provisions of sections 1, 2, and 3 of this rule, and when such regular appointment is made the temporary appointment shall terminate. All temporary appointments made under this authority and their termination shall at once be reported to the Commission.

INDIAN RULE V.

Until promotion regulations shall have been applied to the classified Indian service promotions therein may be made upon any test of fitness determined upon by the promoting officer, if not disapproved by the Commission: *Provided*, That preference in promotion in any school shall be given to those longest in the service, unless there are good reasons to the contrary; and when such reasons prevail they shall, through the proper channels, be reported to the Commission: *And provided further*, That no one shall be promoted to any grade he could not enter by original appointment under the minimum age limitation applied thereto by Indian Rule II, section 2, and that no one shall be promoted to the grade of physician from any other grade.

INDIAN RULE VI.

Subject to the conditions stated in Rule IV, transfers may be made after absolute appointment from one school to another, and from one district to another, under such regulations as the Commissioner of Indian Affairs, with the approval of the Secretary of the Interior, may prescribe.

INDIAN RULE VII.

Upon the requisition of the Commissioner of Indian Affairs, through the Secretary of the Interior, the Commission shall certify for reinstatement, in a grade or class no higher than that in which he was formerly employed, any person who within one year next preceding the date of the requisition has, through no delinquency or misconduct

been separated from the classified Indian service: *Provided*, That certification may be made, subject to the other conditions of this rule, for the reinstatement of any person who served in the military or naval service of the United States in the late war of the rebellion and was honorably discharged therefrom, without regard to the length of time he has been separated from the service.

INDIAN RULE VIII.

The Commissioner of Indian Affairs shall report to the Commission:

(a) Every probational and every absolute appointment in the classified Indian service.

(b) Every refusal to make an absolute appointment and the reason therefor, and every refusal to accept an appointment.

(c) Every separation from the classified Indian service, and the cause of such separation, whether death, resignation, or dismissal.

(d) Every restoration to the classified Indian service.

These rules shall take effect October 1, 1891.

BENJ. HARRISON.

AMENDMENT TO CIVIL-SERVICE RULES.

General Rule III, clause 6, is hereby amended by striking out the words "under such regulations as the Commission may make" and substituting therefor the following: "Under regulations to be approved by the President," so that as amended the clause will read as follows:

"So far as practicable and useful competitive examinations shall be established in the classified civil service to test fitness for promotion under regulations to be approved by the President."

BENJ. HARRISON.

OCTOBER 9, 1891.

Whereas civil-service rules for the Indian Service were approved to take effect October 1, 1891, and whereas it is represented to me by the Civil Service Commission in a communication of this date that no persons have as yet been examined for appointment to that service, and that it seems probable that complete arrangements for putting said rules into full effect will not be made sooner than March 1, 1892, it is therefore ordered that said Indian rules shall take effect March 1, 1892, instead of October 1, 1891: *Provided*, That said rules shall become operative and take effect in any district of the Indian Service as soon as an eligible register for such district shall be provided, if it shall be prior to the date above fixed.

EXECUTIVE MANSION, October 13, 1891.

Upon the recommendation of the Commission, the foregoing order is approved.

BENJ. HARRISON.

AMENDMENT TO SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the places excepted from examination the following:

"In the Department of the Treasury, in the Bureau of Statistics: One confidential clerk to the chief of the Bureau."

BENJ. HARRISON.

NOVEMBER 24, 1891.

1892.

Special Departmental Rule No. 1 is hereby amended by adding at the end of paragraph 10 the following: "and elevator conductors," so that as amended the paragraph will read:

"In all the Departments: Bookbinders and elevator conductors."

BENJ. HARRISON.

JANUARY 20, 1892.

UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C., January 12, 1892.

SIR: We have the honor to recommend that Executive orders heretofore issued designating the places to be filled by noncompetitive examination under clause (d) of section 2 of General Rule III be amended so as to include among those places in all the Departments, where authorized by law and employed, "captains of the watch" and "lieutenants of the watch." The captains and lieutenants of the watch in the Treasury Department and the captain of the watch in the Post-Office Department are now included in this category, and the object of this recommendation is to place all the Departments on the same footing with respect to these places.

The occasion for the recommendation at this time is the receipt by this Commission of a request from the Secretary of the Interior for a noncompetitive examination of a person named by him for appointment as captain of the watch in the Interior Department.

The place is now subject to competitive examination; but the Commission sees no good reason why one rule should not apply to all the Departments. Hence this recommendation.

If you approve the recommendation, your indorsement of approval on this letter and its return to the Commission is requested. As it is not a change of rule, it does not require to go to the Department of State for record.

We have the honor to be, your obedient servants,

CHAS. LYMAN,
HUGH S. THOMPSON,
Commissioners.

The PRESIDENT.

JAN. 25, 1892.

MY DEAR MR. LYMAN: I beg to enclose you the endorsement of the President's approval upon your letter of the 12th instant.

Very truly, yours,

E. W. HALFORD, *Private Secretary.*

Hon. CHARLES LYMAN,
Civil Service Commission.

EXECUTIVE MANSION, *January 25, 1892.*

The within recommendation is approved.

BENJ. HARRISON.

[Filed under Feby. 23, 1892. Received February 24.]

AMENDMENTS TO CIVIL-SERVICE RULES:

Indian Rule VI is hereby amended by inserting after the word "appointment" the following: "from one agency to another," so that as amended the rule will read:

"Subject to the conditions stated in Rule IV, transfers may be made, after absolute appointment, from one agency to another, from one school to another, and from one district to another, under such regulations as the Commissioner of Indian Affairs, with the approval of the Secretary of the Interior, may prescribe."

Indian Rule IV, section 1, clause (b), is hereby amended by inserting after the word "averages" the following: "who have not been three times certified," so that as amended the clause will read:

"If fitness for the vacant place is tested by competitive examination, the Commission shall certify from the proper register of the district in which the vacancy exists the names of the three eligibles thereon, of the sex called for, having the highest averages, who have not been three times certified: Provided, That the eligibles upon any register who have been allowed preference under section 1754 of the Revised Statutes shall be certified, according to their grade, before all other eligibles thereon: And provided further, That if the vacancy is in the grade of matron or teacher and the wife of the superintendent of the school in which the vacancy exists is an eligible, she may be given preference in certification, if the appointing officer so requests."

Section V of the same rule is also hereby amended by inserting after the word "vacancy" the following: "in any agency or," so that as amended the clause will read:

"In case of the sudden occurrence of a vacancy in any agency or in any school during a school term, which the public interest requires to be immediately filled, the Commissioner of Indian Affairs is authorized, in his discretion, to provide for the temporary filling of the same until a regular appointment can be made under the provisions of sections 1, 2, and 3 of this rule, and when such regular appointment is made the temporary appointment shall terminate. All temporary appointments

made under this authority and their termination shall at once be reported to the Commission."

FEBRUARY 23, 1892.

BENJ. HARRISON.

EXECUTIVE MANSION, Washington, D. C., May 5, 1892.

In the exercise of the authority vested in the President by the seventeen hundred and fifty-third (1753d) section of the Revised Statutes

It is ordered, That the office of the United States Commission of Fish and Fisheries be, and the same is hereby, classified as a part of the classified departmental service, and for the purpose of applying the civil-service rules thereto, the officers, clerks, and other employes of said Commission are hereby arranged in the following classes, viz:

Class A, all persons receiving an annual salary of less than \$720, or a compensation at the rate of less than \$720 per annum.

Class B, all persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

Class C, all persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

Class D, all persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

Class E, all persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

Class 1, all persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

Class 2, all persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

Class 3, all persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

Class 4, all persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

Class 5, all persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 per annum.

Provided, That no person who may be appointed to an office by and with the advice and consent of the Senate, and that no person who may be employed merely as a messenger, laborer, workman, or watchman shall be considered as within this classification, and no person so employed shall be assigned to the duties of a classified place.

Provided further. That no person shall be admitted to any place not excepted from examination by the civil-service rules in any of the classes above designated until he or she shall have passed an appropriate examination under the United States Civil Service Commission, and his or her eligibility has been certified to by said commission.

BENJ. HARRISON.

AMENDMENT OF EXECUTIVE ORDERS UNDER GENERAL RULE III, SECTION 2,
CLAUSE (d).

Executive orders heretofore issued declaring the places subject to noncompetitive examination, under clause (d) of section 2 of General Rule III, are hereby amended so as to include among said places the following:

"In the Commission of Fish and Fisheries: Fish culturists and machinists."

BENJ. HARRISON.

MAY 7, 1892.

AMENDMENT OF SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended so as to include among the places excepted from examination therein the following:

"In the Commission of Fish and Fisheries: Ichthyologist and editor, one scientific assistant, captains, officers, ships writers and crews on vessels of the Commission, and pilots."

BENJ. HARRISON.

MAY 7, 1892.

BRIDGE WAY 30000 [AMENDMENT TO CIVIL-SERVICE RULES.]

Departmental Rule X, Customs Rule VII, Postal Rule VII, and Indian Rule VII are hereby amended by inserting in the proviso of each of said rules, after the word "therefrom," the words "or the widow of any such person," and after the word "he" the words "or she," so that as amended the proviso of each of said rules will read:

"*Provided*, That certification may be made, subject to the other conditions of this rule, for the reinstatement of any person who served in the military or naval service in the late war of the rebellion and was honorably discharged therefrom, or the widow of any such person, without regard to the length of time he or she has been separated from the service."

BENJ. HARRISON.

EXECUTIVE MANSION, *Sept. 23, 1892.*

1893.

AMENDMENT TO CIVIL-SERVICE RULES.

Section 2 of Postal Rule I is hereby amended so as to read as follows:

"The classification of the postal service made by the Postmaster-General under section 6 of the act of January 16, 1883, is hereby extended to all free-delivery post-offices; and hereafter whenever any post-office becomes a free-delivery office the said classification or any then existing classification made by the Postmaster-General under said section and act shall apply thereto; and the Civil Service Commission shall provide examinations to test the fitness of persons to fill vacancies in all free-delivery post-offices, and these rules shall be in force therein; but this shall not include any post-office made an experimental free-delivery office under the authority contained in the appropriation act of March 3, 1891. Every revision of the classification of any post-office under section 6 of the act of January 16, 1883, and every inclusion of a post-office within the classified postal service shall be reported to the President.

BENJ. HARRISON.

JANUARY 5, 1893.

AMENDMENTS TO CIVIL-SERVICE RULES.

Departmental Rule VII is hereby amended by adding thereto the following section: "8. The First Comptroller of the Treasury having advised the Secretary of the Treasury that under the operation of section 5 of the legislative, executive, and judicial appropriation act making appropriation for the fiscal year ending June 30, 1894, the employment of substitutes in the departmental service must cease from and after July 1, 1893, it is hereby ordered, in view of the fact that the substitutes now employed were appointed by regular certification under section 7 of this rule, that such of said substitutes as shall not be appointed to regular places before the employment of substitutes shall cease shall be eligible for appointment to regular places by reinstatement, under the provisions of Departmental Rule X, in the order of their employment as substitutes, as provided in said section 7, notwithstanding the prohibition contained in the second proviso of said section, and said substitutes shall have preference for appointment in the manner herein provided over all other eligibles.

"This section shall become inoperative and cease to be a part of the civil-service rules when all of the substitutes now employed in the several Departments shall have been appointed as herein provided, or shall have ceased to be eligible for appointment by reason of the expiration of the time within which a reinstatement can be made under Rule X."

Approved, April 12, 1893.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

Special Departmental Rule No. 1 is hereby amended as follows: "Include among the places excepted from examination therein the following:

"6. In the Department of Agriculture:

"In the office of the Secretary: The assistant chiefs of the following divisions: Of economic ornithology and mammalogy, of pomology, of microscopy, of vegetable pathology, of records and editing, and one property clerk.

"In the Weather Bureau: The assistant chief of the Bureau, the three professors of meteorology of highest grade, executive officer, superintendent of telegraph lines, and one property clerk.

"In the United States Commission of Fish and Fisheries the following: Scientific or professional experts to be temporarily employed in investigations authorized by Congress, but not to include any persons regularly employed in that Commission, nor any person whose duties are not scientific or professional, and who are not experts in the particular line of scientific inquiry in which they are to be employed."

EXECUTIVE MANSION, June 6, 1893.

The foregoing amendments are hereby approved.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

Postal Rule No. 2 is hereby amended as follows:

Strike out all of section 1 except the last paragraph relating to noncompetitive examinations and insert in lieu thereof the following:

"1. To test the fitness for admission to the classified postal service one or more examinations shall be provided, as the Commission may determine, which shall not include more than the following subjects: Orthography, copying, penmanship, arithmetic (fundamental rules, fractions, and percentage), elements of the geography of the United States, local delivery, reading addresses, physical tests: *Provided*, That when special examinations are needed to test fitness for any place requiring special or technical knowledge or skill the examination shall include in addition to the special subjects required such of the subjects of the regular examination as the Commission may determine."

Strike out section 2 and insert in lieu thereof the following:

"No person shall be examined for the position of letter carrier if under twenty-one or over forty years of age; and no person shall be examined for any other position in the classified postal service if under eighteen years of age."

EXECUTIVE MANSION, June 6, 1893.

The foregoing amendments are hereby approved.

GROVER CLEVELAND.

UNITED STATES CIVIL SERVICE COMMISSION, Washington, D. C.

[Minutes of Commission, July 20, 1893, clause 29.]

AMENDMENT TO CIVIL-SERVICE RULES.

DEPARTMENT RULES.

Clause 2 of Department Rule VIII is hereby amended by inserting after the letter "d" in parenthesis in line two the following: "until after absolute appointment and," and by striking out all after the word "transferred" in line four to and including the word "made" in line seven, so that as amended the clause will read:

"2. No person may be transferred as herein authorized, except as provided in section 1, clause (d), until after absolute appointment and until the Commission shall have certified to the officer making the transfer requisition that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he is to be transferred: *Provided*, That no person who has been appointed from the copyist register shall be transferred to a place the salary of which is more than \$900 per annum until one year after appointment."

EXECUTIVE MANSION,
Washington, Aug. 19, 1893.

The above amendments to clause 2 of Departmental Rule VIII, and said rule as so amended, are hereby approved.

GROVER CLEVELAND.

REVOCATION OF PROMOTION REGULATIONS.

The promotion regulations applied to the War Department May 7, 1887, under authority contained in amended Civil-Service Rule VI are hereby revoked, and hereafter promotions in that Department, until otherwise provided, will be made in

accordance with the provisions of Departmental Rule IX, and the order of the Secretary of War of March 2, 1892, or such other and further orders as the said Secretary may make not inconsistent with the civil-service rules and the order of the President of December 4, 1891, directing the keeping of an efficiency record with a view to the placing of promotions wholly upon the basis of merit.

GROVER CLEVELAND.

DECEMBER 11, 1893.

1894.

AMENDMENTS TO CIVIL-SERVICE RULES.

GENERAL RULE III.

Amend General Rule III by striking out clause (c) of section 2.

DEPARTMENTAL RULE II.

Amend Departmental Rule II by striking out the whole of section 1 and substituting therefor the following:

"1. To test fitness for the classified departmental service there shall be a clerk-copyist examination and such supplementary and special examinations as the Commission may provide to meet the special requirements of the service. The clerk-copyist examination shall not include more than the following subjects: Orthography, copying, penmanship, arithmetic—fundamental rules, fractions, percentage, interest, and discount—elements of bookkeeping and accounts, elements of the English language, letter writing, elements of the geography, history, and Government of the United States."

DEPARTMENTAL RULE VI.

Amend Departmental Rule VI as follows:

In section 1, line one, strike out the words "copyist and of the clerk," and insert in lieu thereof the words "clerk-copyist;" and in the same line strike out the final letter in the word "examinations." In section 4 strike out all after the word "the" where it occurs the second time in line six down to and including the word "separated" in line eight, and insert in lieu thereof the words "clerk-copyist," and strike out the final letter of the word "examinations" in line nine. In section 9, line one, strike out the words "the copyist and the clerk," and insert in lieu thereof the word "all," and strike out all after the word "register" in line three to the end of the section.

DEPARTMENTAL RULE VII.

Amend Departmental Rule VII as follows:

In section 1 after the word "clerk" in line three insert a hyphen and the word "copyist." In section 3 after the word "the" where it occurs the second time in line one, strike out the words "copyist or the clerk" and insert in lieu thereof the words "clerk-copyist." Strike out all of section 4 and change the numbering of the sections following as required.

DEPARTMENTAL RULE IX.

Amend Departmental Rule IX as follows:

In section 2 after the word "clerk" in line one insert a hyphen and the word "copyist." In section 3 after the word "clerk" in line one insert a hyphen and the word "copyist." Strike out the period at the end of section 5 and insert in lieu thereof a comma, and add to the section the following: "But the provisions of clause 1 of this rule shall cease to be operative when, by reason of the consolidation of the clerk and copyist examinations, there shall no longer be any persons in the departmental service to whom they apply."

POSTAL RULE IV.

Postal Rule IV is hereby amended by adding thereto the following section:

"4. In case of the sudden occurrence of a vacancy in a position within the classified service of any post-office which the public interest requires shall be immediately filled, and which can not be so filled by certification from the eligible registers, such vacancy may be filled by temporary appointment until a regular appointment can be made under the provisions of sections 1 and 2 of this rule: *Provided*, Such tem-

porary appointment shall in no case continue longer than ninety days: *And provided further, That no person shall serve more than ninety days in any one year under such temporary appointment. Every such temporary appointment, and also the discontinuance of the same, shall at once be reported to the Commission.*"

Approved, January 5, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE VII.

Departmental Rule VII is hereby amended by adding thereto the following section: "9. In case of the sudden occurrence of a vacancy in the position of observer in the Weather Bureau of the Department of Agriculture which the public interest requires shall be immediately filled, and which can not be so filled by certification from the eligible registers of the Commission, the Secretary of Agriculture may fill such vacancy by temporary appointment until a regular appointment can be made under the provisions of sections 1, 2, and 3 of this rule, provided such temporary appointment shall in no case continue longer than ninety days. Every such temporary appointment and the discontinuance of the same shall at once be reported to the Commission."

Approved, January 5, 1894.

GROVER CLEVELAND.

EXECUTIVE ORDER WITHDRAWING FISH-CULTURISTS FROM THE LIST OF PLACES TO BE FILLED BY NONCOMPETITIVE EXAMINATION.

So much of Executive orders heretofore issued under General Rule III, section 2, clause (d), as provides for the appointment of fish-culturists upon noncompetitive examination is hereby revoked, and hereafter fish-culturists will be appointed upon competitive examination.

EXECUTIVE MANSION, *January 20, 1894.*

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES

SPECIAL INDIAN RULE NO. 1.

Exceptions from examination are hereby made as follows: One superintendent, and the necessary teachers, not exceeding four in number, for the organization and equipment of a normal school to be established at Albuquerque, N. Mex.; this rule to expire by limitation six months after the date of its approval.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *March 6, 1894.*

AMENDMENT TO CIVIL-SERVICE RULES.

So much of clause 6 of Special Departmental Rule No. 1, providing for exceptions from examination in the office of the Secretary in the Department of Agriculture, as excepts "clerk to act as appointment clerk," is hereby revoked, and that position will hereafter be treated as subject to competitive examination.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *March 20, 1894.*

DEPARTMENT OF STATE, *March 22, 1894.*

A true copy.

W. W. ROCKHILL, *Chief Clerk.*

AMENDMENT TO CIVIL-SERVICE RULES.

Section 6 of Special Departmental Rule No. 1 is hereby amended by striking from the list of excepted places in the Weather Bureau of the Department of Agriculture enumerated therein, the following: The three professors of meteorology of highest grade.

Said section is further amended by adding thereto the following:

"Noncompetitive examinations shall be held on such dates and at such places as the Commission may from time to time determine, to test the competency of inspectors and assistant inspectors in the Bureau of Animal Industry in the Department of Agriculture, employed elsewhere than at Washington, who were so employed on the date inspectors and assistant inspectors were included in the classified service and have been continued in the service of the Department until opportunity has been provided for their noncompetitive examination. The results of such examination shall be reported by the Commission to the Secretary of Agriculture."

Approved, May 1, 1894.

GROVER CLEVELAND.

CIVIL-SERVICE RULES.

AMENDMENT OF SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended by adding to the exceptions from examination therein made in the Department of the Treasury the following:

"In the Office of the Second Auditor: One skilled laborer with duties exclusively of a carpenter and cabinetmaker.

"In the Bureau of Engraving and Printing: Custodian of proving presses and modeler."

AMENDMENT OF SPECIAL CUSTOMS RULE No. 1.

Special Customs Rule No. 1, authorizing certain exceptions from examination in the classified customs service, is hereby amended by adding to the statement of places therein excepted the following:

"In the customs district of Vermont: One deputy collector and inspector, to be stationed at Halifax during the winter, and at Quebec during the time the St. Lawrence River is open for navigation."

AMENDMENT OF RAILWAY MAIL RULE IV.

Section 2 (b) and section 6.

Railway Mail Rule IV, section 2, clause (b), of the Civil-Service Rules, is hereby amended by striking out all after the word "averages," in line 3, to and including the word "territory," in line 10, and the word "further," in line 10, so that as amended the clause will read:

"The Commission shall certify from the register of the State or Territory in which the vacancy exists the names of the three eligibles thereon having the highest averages: *Provided*, That if upon the register of the State or Territory in which the vacancy exists there are the names of eligibles having a claim of preference under section 1754, Revised Statutes, the names of such eligibles shall be certified before the names of other eligibles of higher grade: *Provided further*, That on a line on which the service does not require the full time of a clerk, and one can be employed jointly with the railroad company, the appointment may be made without examination and certification, with the consent of the Commission, upon a statement of the facts by the general superintendent; but no clerk so appointed shall be eligible for transfer or appointment to any other place in the service."

Section 6 of said rule is hereby amended by adding after the word "substitutes" in line 6 the words "resident in the counties which are supplied wholly or in part by the road on which the vacancy exists," so that as amended the section will read:

"6. There may be certified and appointed in each State and Territory, in the manner provided for in this rule, such number of substitute clerks, not exceeding the ratio of one substitute to ten regular clerks, in such State or Territory as the Postmaster-General may authorize, and any vacancies occurring in class 1 in any State or Territory in which substitutes have been appointed shall be filled by the appointment thereto of those substitutes resident in the counties which are supplied wholly or in part by the road on which the vacancy exists, in the order of their appointment as substitutes, without further certification. The time during which any substitute is actually employed in the service shall be counted as a part of his probation."

GENERAL RULE III.

Section 2 of General Rule III is hereby amended by adding thereto the following clause: (h) "For the appointment of an Indian as assistant teacher in the Indian school service."

INDIAN RULE IV.

Indian Rule IV is hereby amended by adding thereto the following section:

"6. Upon the nomination by the Commissioner of Indian Affairs, through the Secretary of the Interior, of an Indian for appointment as assistant teacher, the Commission shall give such Indian noncompetitive examination under General Rule III, section 2, clause (h), upon passing which as the required grade he shall be certified and appointed for the probationary period provided for in section 3 of this rule, at the end of which period he shall be absolutely appointed or discharged from the service in accordance with the provisions of said section. Any Indian appointed assistant teacher as herein provided may be, any time after absolute appointment, appointed teacher upon the certification of the Commission that he has passed the teacher's examination."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *May 11, 1894.*

AMENDMENT OF CLASSIFICATION OF THE INDIAN SERVICE AS MADE BY THE SECRETARY OF THE INTERIOR APRIL 13, 1891.

[See Ninth Report, U. S. Civil Service Commission, page 70.]

In the exercise of the power vested in the President by the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, I hereby direct the Secretary of the Interior to revise the classification of the Indian service made by him, by direction of the President, on the 13th day of April, 1891, and to include in class three of said classification assistant teachers.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *May 11, 1894.*

AMENDMENT TO CIVIL SERVICE RULES.

SPECIAL INDIAN RULE No. 1.

Special Indian Rule No. 1 is hereby amended, by adding to the places excepted from examination therein the following:

"Kindergarten teachers, to be employed as such, not exceeding twenty in number."

Approved, June 21, 1894.

GROVER CLEVELAND.

AMENDMENT TO CIVIL SERVICE RULES.

SPECIAL CUSTOMS RULE No. 1.

Special Customs Rule No. 1 is hereby amended by adding to the places excepted from examination therein the following:

"In the customs district of Boston, office of the collector: One superintendent of warehouses.

"In the customs district of Philadelphia, office of the collector: Five chiefs of division."

Approved, June 21, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL SERVICE RULES.

DEPARTMENTAL RULE II.

Departmental Rule II, clause 3 (f), is hereby amended, by adding at the end thereof the following words: "Except in the Department of Agriculture, the chiefs of the following divisions: Entomology and economic ornithology and mammalogy."

SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended, by dropping from among the places therein excepted from examination the following:

"In the Department of Agriculture, office of the Secretary, the assistant chiefs of the following divisions: Of entomology and of economic ornithology and mammalogy."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, July 9, 1894.

AMENDMENT TO CLASSIFICATION OF THE DEPARTMENT OF THE INTERIOR.

In the exercise of the power vested in the President by the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, I hereby direct the Secretary of the Interior to revise the classification of the Department of the Interior so as to include therein the chief clerk and the assistant chief clerk at the Indian warehouse at New York.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, July 25, 1894.

AMENDMENT TO CIVIL-SERVICE RULES.

SPECIAL DEPARTMENTAL RULE No. 1.

Special Departmental Rule No. 1 is hereby amended by adding to the places therein excepted from examination in the Department of the Treasury the following:

"In the Bureau of Statistics: One expert in mechanical designs and in diagraming commercial and financial facts."

Approved, Nov. 2, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE II.

Departmental Rule II, clause 3 (f), is hereby amended by adding at the end thereof the following words: "and of Pomology;" so that as amended the paragraph will read:

"(f) Chiefs of divisions, except in the Department of Agriculture the chiefs of the following divisions: Entomology, economic ornithology and mammalogy, and pomology." Y-M 30049

SPECIAL DEPARTMENTAL RULE No. 1.

Special departmental rule No. 1 is hereby amended by dropping from among the places therein excepted from examination the following:

"In the Department of Agriculture, Office of the Secretary: The assistant chief of the Division of Pomology."

Approved, November 2, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

INDIAN RULE IV.

Section 6 of Indian Rule IV is hereby amended by inserting the following proviso at the end of the first sentence:

"Provided, That the certificates of graduation of the Indian graduates of the normal classes at Santa Fe, New Mexico; Salem, Oregon; Haskell Institute, Lawrence, Kansas; Carlisle, Pennsylvania, and Hampton, Virginia, may be accepted by the Commission as the basis of certification in lieu of the examination herein provided."

As amended the section will read:

"6. Upon the nomination by the Commissioner of Indian Affairs, through the Secretary of the Interior, of an Indian for appointment as assistant teacher, the Commission shall give such Indian noncompetitive examination, under General Rule III, section 2, clause (h), upon passing which at the required grade he shall be certified and appointed for the probationary period provided for in section 3 of this rule, at the end of which period he shall be absolutely appointed or discharged from the service in accordance with the provisions of said section: *Provided, That the certificates of graduation of the Indian graduates of the normal classes of Santa Fe, New Mexico; Salem, Oregon; Haskell Institute, Lawrence, Kansas; Carlisle, Pennsylvania, and Hampton, Virginia, may be accepted by the Commission as the basis of certification in lieu of the examination herein provided for. Any Indian appointed assistant teacher as herein provided may at any time after absolute appointment be appointed teacher upon the certification of the Commission that he has passed the teacher examination.*"

SPECIAL INDIAN RULE NO. 1.

Special Indian Rule No. 1 is hereby amended by inserting after the words "New Mexico," in line three, the words "also one normal teacher each at the Salem (Oregon) school and the Haskell Institute, Lawrence, Kansas." As amended the rule will read:

"Exceptions from examination are hereby made as follows: One superintendent, and the necessary teachers, not exceeding four in number, for the organization and equipment of one normal school to be established at Santa Fe, New Mexico; also one normal teacher each at the Salem (Oregon) school and the Haskell Institute, Lawrence, Kansas; this rule to expire by limitation six months after the date of its approval."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, November 2, 1894.

AMENDMENTS TO CIVIL-SERVICE RULES.

Postal Rule II is hereby amended by striking out all of section 5 and inserting in lieu thereof the following:

"5. Exceptions from examination in the classified postal service are hereby made as follows:

"(a) Assistant postmaster or the chief assistant to the postmaster, by whatever designation known.

"(b) One secretary to the postmaster, when authorized by law and allowed by the Post-Office Department.

"(c) Cashier, when authorized by law and employed under that roster title.

"(d) Assistant cashier, when authorized by law and employed under that roster title.

"(e) Superintendents of station or branch post-offices at which letter carriers are employed.

"(f) Printers and pressmen, when authorized by law and allowed by the Post-Office Department and employed as such.

"6. No person appointed to a place under any exception made by any postal rule shall be transferred to any other place not also excepted from examination."

Postal Rule IV is hereby amended by inserting after the word "manner," in section 1, line three, the following:

"Provided, That superintendents of mail shall be selected from among the employees of the Railway Mail Service or of the mailing division of the post-office at which they are respectively to serve."

Postal Rule VIII is hereby amended as follows:

"In clause (a), line two, after the word "by," insert the word "any," and in the same line strike out "II, clause 5."

Approved, November 2, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE VII.

Departmental Rule VII, clause 1, is hereby amended by inserting at the end of line six the following:

"Vacancies in places authorized to be filled by noncompetitive examination may be filled without examination, for a period not exceeding thirty days, until a regular appointment can be made upon certification made by the Commission.

"Every such appointment, and the reasons therefor, shall be at once reported to the Commission."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *November 2, 1894.*

AMENDMENT TO CLASSIFICATION.

In pursuance of the authority contained in the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, the heads of the several Executive Departments are hereby directed to amend their several classifications so as to include among the employees classified thereunder messengers, assistant messengers, and watchmen.

Approved, Nov. 2, 1894.

GROVER CLEVELAND.

AMENDMENT OF CLASSIFICATION.

In pursuance of the authority contained in the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, the Postmaster-General is hereby directed to amend the classification of the Post-Office Department so as to include among the classes covered thereby clerks to post-office inspectors.

Approved, Nov. 2, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

GENERAL RULE III.

General Rule II is hereby amended by striking out clause (b) of section 2 and relettering the remaining clauses of the section accordingly.

DEPARTMENTAL RULES.

Departmental Rule II is hereby amended as follows:

In section 4, line one, strike out the word "hereby," and insert after the word "made" at the end of the line the words "by any departmental rule;" in line two, after the word "shall," strike out the words "within one year after appointment;" substitute a period for the semicolon in line three, and strike out the remainder of the section. As amended the section will read:

"4. No person appointed to a place under the exceptions to examination made by any departmental rule shall be transferred from such place to a place not also excepted from examination."

Departmental Rule XI is hereby amended as follows:

In clause (a), line two, insert the word "any" before the word "departmental," and strike out in line three all after the word "rule."

RAILWAY MAIL RULES.

Railway Mail Rule II is hereby amended as follows:

In section 6, line two, after the word "shall," strike out the words "within one

year after appointment;" substitute a period for the semicolon in line three, and strike out the remainder of the section. As amended the section will read:

"6. No person appointed to a place under any exception to examination hereby made shall be transferred to another place not also excepted from examination."

Approved, November 2, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

Customs Rule I is hereby amended as follows:

In section 2, line two, strike out the word "fifty" and insert in lieu thereof the word "twenty."

Customs Rule II is hereby amended as follows:

In section 6, line one, strike out the word "hereby," and after the word "made," at the end of the line, insert the words "by any customs rule;" in line two, after the word "shall," strike out the words "within one year after appointment;" substitute a period for the semicolon in line three, and strike out the remainder of the section.

As amended the clause will read:

"No person appointed to a place under any exception to examination made by any customs rule shall be transferred from such place to another place not also excepted from examination."

Customs Rule VIII is hereby amended as follows:

In clause (a), line two, after the word "by," insert the word "any," and in the same line strike out "II, clause 5."

Approved, November 2, 1894.

GROVER CLEVELAND.

AMENDMENTS TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE VII.

Departmental Rule II is hereby amended, by adding to the first paragraph of section 1 the following proviso:

"*Provided further*, That sea-post clerks in the Post-Office Department shall be appointed by transfer from the classified railway mail service or the classified postal service, and shall be eligible at any time for retransfer to the service from which transferred, but shall not be transferred to any other department or branch of the service, nor to any other place in the Post-Office Department without examination and certification by the Commission."

RAILWAY MAIL RULE II.

Railway Mail Rule II is hereby amended as follows:

In section 5, strike out clauses (e) and (f).

RAILWAY-MAIL RULE IV.

Railway-Mail Rule IV is hereby amended as follows:

In the last proviso of clause (b) of section 2, in line two of that proviso, after the word "line" insert the words "or at a transfer station or on a steamboat;" in the same line strike out the words "on which" and substitute therefor the word "where," and in line three after the word "railroad" insert the words "or steamboat," so that as amended the proviso will read:

"*Provided further*, That on a line or at a transfer station or on a steamboat, where the service does not require the full time of a clerk and one can be employed jointly with the railroad or steamboat company, the appointment may be made without examination and certification, with the consent of the Commission, upon a statement of the facts by the general superintendent; but no clerk so appointed shall be eligible for transfer, or appointment to any other place in the service."

Approved, Nov. 17, 1894.

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

SPECIAL DEPARTMENTAL RULE NO. 1.

Special Departmental Rule No. 1 is hereby amended, by striking out the whole of the paragraph in section 3, Department of the Interior, relating to the Geological Survey, and substituting in lieu thereof the following:

"In the Geological Survey: Geologist, assistant geologist, paleontologist, assistant paleontologist, chief photographer, photographer, chief chemist, chemist, assistant chemist, chief engraver, engraver, assistant engraver, lithographic engraver, map printer, lithographic printer, assistant lithographic printer, map reviser, statistical experts temporarily employed."

Approved, Dec. 4, 1894.

GROVER CLEVELAND.

AMENDMENT TO DEPARTMENTAL RULE VII.

Departmental Rule VII is hereby amended by adding thereto the following section, to be numbered 9:

"The Commission shall certify for transfer and reappointment to any classified nonexcepted place in the departmental service upon the requisition of the head of a Department any person who, at the time of making such requisition, is holding an office outside the classified service in any executive department at Washington, to which he was appointed from a classified place in the departmental service; and upon the requisition of any head of Department the Commission shall certify for reinstatement in the classified service of said Department any such officer who, within one year next preceding the date of the requisition, by the abolition of his office, or otherwise, has without delinquency or misconduct been separated from said office: *Provided*, That this section shall not authorize the reappointment to the classified service of any such officer or ex-officer who was appointed to his office from an excepted place, unless his appointment to such excepted place was by promotion from a nonexcepted place."

Approved, Dec. 15, 1894.

GROVER CLEVELAND.

1895.

AMENDMENT TO CIVIL-SERVICE RULES.

POSTAL RULES.

Postal Rule II, clause 5, is amended by striking out paragraph (e) and relettering paragraph (f) as (c), so that as amended the clause will read:

"(5) Exceptions from examination in the classified postal service are hereby made as follows:

"(a) Assistant postmaster or the chief assistant to the postmaster, by whatever designation known.

"(b) One secretary to the postmaster, when authorized by law and allowed by the Post-Office Department.

"(c) Cashier, when authorized by law and employed under that roster title.

"(d) Assistant cashier, when authorized by law and employed under that roster title.

"(e) Printers and pressmen, when authorized by law and allowed by the Post-Office Department and employed as such."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *January 3, 1895.*

AMENDMENT TO CIVIL-SERVICE RULES.

Departmental Rule VII, clause 8, is hereby amended to read as follows:

"In case of the occurrence of a vacancy in any department which the public interest requires shall be immediately filled, and which can not be so filled by certification from the eligible registers of the Commission, such vacancy may be filled by temporary appointment outside the civil service until a regular appointment can be made under the provisions of sections 1, 2, and 3 of this rule, provided such temporary appointment shall in no case continue longer than ninety days, and shall expire by limitation at the end of that time; and provided further, that no person shall serve longer than the period herein prescribed in any one year under such

temporary appointment. The year limitation in regard to reappointment shall begin to run on the date of the original appointment. Every such temporary appointment and the discontinuance of the same shall at once be reported to the Commission."

Postal Rule IV, clause 4, is hereby amended to read as follows:

"4. In case of the occurrence of a vacancy in a position within the classified service of any post-office which the public interest requires shall be immediately filled where there is no eligible remaining on the proper register, such vacancy may be filled by temporary appointment outside the civil service until a regular appointment can be made under the provisions of sections 1 and 2 of this rule, provided such temporary appointment shall in no case continue longer than ninety days, and shall expire by limitation at the end of that time; and provided further, that no person shall serve more than ninety days in any one year under such temporary appointment."

The year limitation in regard to reappointment shall begin to run on the date of the original appointment.

Every such temporary appointment, and also the discontinuance of the same, shall at once be reported to the Commission.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *February 12, 1895.*

AMENDMENTS TO CIVIL-SERVICE RULES.

GENERAL RULES.

General Rule II: Strike out the word "five" in line one and insert in lieu thereof the word "six," and add at the end of the rule a new clause as follows:

"6. The classified internal-revenue service."

General Rule III, Section 5: Insert after the word "may" in line one the words "in its discretion," and after the word "appointment" in line two the following: "or an applicant who has been guilty of a crime or of infamous or notoriously disgraceful conduct." As amended the section will read:

"5. The Commission may, in its discretion, refuse to examine an applicant who would be physically unable to perform the duties of the place to which he desires appointment, or an applicant who has been guilty of a crime or of infamous or notoriously disgraceful conduct. The reason for any such action shall be entered on the minutes of the Commission."

Section 9. In line one strike out the word "departmental," and after the word "service" in the same line and in line two the words "and the classified railway mail service."

General Rule V. In line two change the order of words and insert other words so as to make the phrase amended read as follows: "and postmasters and customs and internal-revenue officers and custodians of public buildings."

General Rule IV, Section 2: Insert after the word "may" in line one the words "in its discretion."

DEPARTMENTAL RULES.

Departmental Rule II. In section 1, line two, after the word "such," insert the word "other," and strike out the words "supplementary and special." In section 2, line two, strike out the words "supplementary and special" and insert in lieu thereof the word "other."

Departmental Rule IV. In section 1, after the semicolon following the word "age" in line four insert the following: "or for the position of messenger or assistant messenger boy, who is not under fourteen nor over eighteen years of age."

Departmental Rule V. In section 2, paragraph six, line one, after the word "postal," insert the words "internal revenue."

Departmental Rule VI. In section 1, line two, after the word "of," strike out the words "special and supplementary" and insert in lieu thereof the word "other." In section 4, line seven, after the word "clerk-copyist," insert the words "or the messenger and watchman." In section 5, line three, after the word "printing," insert the words "or for page or messenger boy."

Departmental Rule VII. In section 3, at the beginning of line two, before the word "register," insert the words "the messenger or the watchman." In the second paragraph of the same section, in line two, after the word "assistant," insert the words "or page or messenger boy."

Departmental Rule VIII. In section 1 insert a clause to be lettered (c), as follows:

"(c) From a bureau of the Treasury Department in which business relating to the internal revenue is transacted to a classified internal-revenue district, and from such a district to such a bureau in the Treasury Department, upon requisition by the

Secretary of the Treasury." The remaining clauses of the section to be relettered (d) and (e), respectively. In section 2, line two, strike out the letter "d" in parenthesis, and insert in lieu thereof the letter "e;" and at the end of the section add the following proviso: "Provided, That a person may be transferred from a place in one Department to a place requiring no higher examination in another Department without examination."

Departmental Rule IX. Strike out the whole of section 1, and insert in lieu thereof the following:

"1. Until promotion regulations have been applied to a department under the provisions of section 6 of General Rule III, promotions therein may be made as follows:

"(a) Any person appointed from the appropriate register to the position of messenger, assistant messenger, watchman, or other subordinate position below the positions of clerk and copyist, may at any time after absolute appointment, if not barred by age limitations, be transferred to any other of said subordinate positions, but shall not be promoted to the position of clerk or copyist, or to any place the duties of which are clerical. Provided that printers' assistants in the Bureau of Engraving and Printing, Treasury Department, shall only be eligible for transfer to the grade of operative in that Bureau."

Strike out sections 2, 3, and 5, and renumber section 4, as 2.

Approved, March 2, 1895.

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

Indian Rule IV is amended by adding at the end thereof a new section to read as follows:

"7. Graduates of Indian normal schools and of normal classes in Indian schools may be employed in the Indian school service as assistant teachers or day-school teachers without further examination; provided that certificates of satisfactory proficiency, of good moral character, and of physical soundness, signed by the proper officials, be transmitted, at the time of appointment, to the Civil Service Commission; and provided further, that until the first of July, 1896, graduates of the senior classes of Carlisle, Hampton, Lincoln Institute, Chilocco, Haskell Institute, and other Indian schools of equal grade, may be included in the provisions of this rule. Such teachers shall become eligible for promotion to advanced positions on presentation to the Civil Service Commission of satisfactory certificates of efficiency and fidelity in their work, and of a progressive spirit in their professional interests, signed by their immediate official superiors and by the superintendent of Indian schools, and forwarded with his approval by the Secretary of the Interior, the Commission reserving to itself the right to decide as to the satisfactoriness of such certificates."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *March 18, 1895.*

AMENDMENT TO CIVIL-SERVICE RULES.

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Whereas on November 2, 1894, Departmental Rule II, section 4, Customs Rule II, section 6, Postal Rule II, section 6, Railway Mail Rule II, section 6, were amended to declare that no person appointed to a place under any exception to examination should be transferred from such place to another place not also excepted from examination, and whereas it was not my intention that these several amendments should be retroactive in their effect, I therefore direct that the word "hereafter" be inserted after the word "person" in the first line of each of said sections, as of the date of said amendments, viz, November 2, 1894.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *April 15, 1895.*

INTERNAL REVENUE RULES.

[These rules were promulgated May 7, 1895.]

ADOPTING AND PROMULGATING ORDER.

In the exercise of the power vested in him by the Constitution, by the seventeen hundred and fifty-third section of the Revised Statutes and the act entitled "An act

to regulate and improve the civil service of the United States," approved January 16, 1883, the President hereby makes and promulgates the following rules concerning the classified internal-revenue service, to be known as the Internal Revenue Rules.

INTERNAL REVENUE RULE I.

The classified internal-revenue service shall include all the clerks, storekeepers, storekeepers and gaugers, and gaugers, classified under the provisions of section 6 of the act to regulate and improve the civil service of the United States, approved January 16, 1883.

INTERNAL REVENUE RULE II.

1. To test fitness for admission to the classified internal-revenue service, examinations of a practical character shall be provided on such subjects as the Commission may direct.

2. The following age limitations shall apply to applicants for the classified internal-revenue service: For clerk, not under 18 years of age; for storekeepers, store-keepers and gaugers, and for gaugers, not under 21 years of age.

3. Blank forms of application shall be furnished by the secretaries of the several internal-revenue boards of examiners to any person desiring to be examined who applies therefor in person or by letter in his own handwriting.

4. The date of reception of each application and also of its approval by the board shall be noted on the application paper.

5. Exceptions from examination in the classified internal-revenue service are hereby made as follows:

6. No person appointed to a place excepted from examination by any internal-revenue rule shall be transferred from such place to another place not also excepted from examination.

INTERNAL-REVENUE RULE III.

1. The Commission shall appoint in each classified internal-revenue district a board of examiners, which shall—

(a) Conduct all examinations for admission to or promotion in the classified service of the internal-revenue district in which the board is located.

(b) Conduct such other examinations as the Commission may direct.

(c) Mark the papers of such examinations as the Commission may direct.

2. The papers of every examination shall be marked under the direction of the Commission, and each competitor shall be graded on a scale of 100, according to general average determined by the marks of the examiners.

3. Immediately after the general average shall have been ascertained, each competitor shall be notified that he has passed or has failed to pass.

4. No competitor who has failed to pass an examination, and no eligible during the period of his eligibility, shall be allowed reexamination unless he shall furnish satisfactory evidence to the Commission that at the time of his examination he was, because of illness or other good cause, incapable of doing himself justice; and his rating on such reexamination, if an eligible, shall cancel and be a substitute for his rating on his previous examination.

5. All competitors whose claim to preference under section 1754, Revised Statutes, has been allowed by the Commission who attain a general average of 65 per cent or over, and all other competitors who attain a general average of 70 per cent or over, shall be eligible for appointment to the place for which they were examined, and the names of all the eligibles shall be entered, in the order of grade, on the proper register of eligibles.

6. When two or more eligibles are of the same grade, preference in certification shall be determined by the order in which their application papers were filed.

7. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register.

INTERNAL REVENUE RULE IV.

1. All vacancies, unless filled by promotion, reduction, transfer, or reappointment, shall be filled in the following manner:

(a) When a vacancy occurs in any district the collector thereof shall report the fact to the Commissioner of Internal Revenue, stating the class in which the vacancy occurs and whether in his judgment the place should be filled. If the Commissioner decides that the good of the public service requires that it be filled, he shall request the secretary of the board of examiners of that district to certify to him the names of persons eligible to the vacant place.

(b) If fitness for the vacant place is tested by competitive examination, the names of the three eligibles highest in grade on the proper register who have not been three times certified, shall be certified; but if the request indicates the sex of the

eligibles desired, the three highest in grade of that sex shall be certified: *Provided*, That the eligibles upon any register who have been allowed preference under section 1754 of the Revised Statutes shall be certified, according to their grade, before all other eligibles thereon: *Provided further*, That no certification for an appointment shall be made under this clause while there are persons in the district in which any vacancy may exist, who have been removed from the service in that district on account of a reduction of the force or otherwise, who are eligible for reinstatement under Internal Revenue Rule VII, and who are willing to reenter the service by reinstatement. Every collector of internal revenue shall keep a list of all such persons in his office, and said persons shall have preference for reinstatement to the service in the order of their separation therefrom.

(c) No eligible shall be certified more than three times.

2. Of the three names certified to him the Commissioner of Internal Revenue shall select one, and may select more than one, if more than one vacancy exists at the time the certification is made. If the vacancy is in the class of clerk, the Commissioner shall certify the name of the person selected by him to the collector of the district in which the vacancy occurs and the collector shall make the appointment. If the vacancy is in the storekeepers', gaugers', or storekeepers and gaugers' class, the Commissioner of Internal Revenue shall certify the name to the Secretary of the Treasury with his recommendation that the person whose name is thus certified be appointed: *Provided*, That if any objection is made under section 3 of General Rule IV to any eligible certified, and is sustained by the Commission, another eligible shall be certified in the place of the one objected to.

3. Each person thus selected for appointment shall be notified, and, upon indicating his acceptance, shall be appointed for a probationary period of six months, at the end of which period, if his conduct and capacity be satisfactory to the appointing officer, he shall receive absolute appointment; but if his conduct and capacity be not satisfactory to said office, he shall be so notified, and this notification shall be his discharge from the service: *Provided*, That any probationer may be discharged during probation for misconduct or evident unfitness or incapacity.

4. The Commissioner of Internal Revenue shall require the collector under whom a probationer is serving to carefully observe and report in writing upon the services rendered by and the character and qualifications of such probationer as to punctuality, industry, habits, ability, and adaptability. These reports shall be preserved on file in the office of the collector, and copies thereof shall be filed with the Commissioner of Internal Revenue for such disposition as the Secretary of the Treasury may direct. The Civil Service Commission may prescribe the form and manner in which these reports shall be made.

5. In case of the occurrence of a vacancy in the classified service of any internal-revenue collection district which the public interest requires shall be immediately filled, and there is no eligible entitled to reinstatement under section 1, clause (b), of this rule or remaining on the proper register, such vacancy, if in the class of storekeeper, storekeeper and gauger, or clerk, may be filled without examination and certification by a temporary designation by the collector of the district of some suitable person to perform the duties of the position until a regular appointment can be made under the provisions of sections 1, 2, and 3, of this rule: *Provided*, That service under such temporary designation shall in no case continue longer than six months, and shall expire by limitation at the end of that time: *And provided further*, That no person shall serve more than six months in any one year under such temporary designation, the year limitation in regard to such designation to begin to run on the date thereof.

Every such temporary designation, and also the discontinuance of the same, shall at once be reported to the Commission.

INTERNAL-REVENUE RULE V.

Until promotion regulations shall have been applied to a classified internal-revenue collection district promotions therein may be made upon any test of fitness determined upon by the Commissioner of Internal Revenue, with the approval of the Commission: *Provided*, That no employee shall be promoted to any grade he could not enter by appointment under the minimum age limitation applied thereto by section 2 of Internal Revenue Rule II.

INTERNAL-REVENUE RULE VI.

Transfers may be made as follows:

From one classified internal-revenue collection district to another; from any classified internal-revenue collection district to a bureau in the Treasury Department in which business relating to the internal revenue is transacted, and from such a bureau in the Treasury Department to such a district, upon the requisition of the Secretary

of the Treasury and the certification of the Commission, the appointment upon such transfer to be made by the Secretary of the Treasury, upon the recommendation of the Commissioner of Internal Revenue, if the place to be filled by such transfer is that of storekeeper, storekeeper and gauger, or gauger: *Provided*, That no person shall be transferred as herein authorized who is not within the age limitations prescribed by the civil-service rules for the place to which he is to be transferred, and who has not been absolutely appointed, or if appointed without civil-service examination who has not served six months continuously in the district or bureau from which he is to be transferred.

INTERNAL-REVENUE RULE VII.

Upon the requisition of the Commissioner of Internal Revenue the secretary of the board of examiners for his district shall certify for reinstatement, in a grade requiring no higher examination than the one in which he was formerly employed, any person who, within one year next preceding the date of the requisition, has, through no delinquency or misconduct, been separated from the classified service of said district: *Provided*, That certification may be made, subject to the other conditions of this rule, for the reinstatement of any person who served in the military or naval service of the United States in the late war of the rebellion and was honorably discharged therefrom, or the widow of any such person, without regard to the length of time he or she has been separated from the service.

INTERNAL-REVENUE RULE VIII.

Each collector in the classified internal-revenue service shall report to the board of examiners—

(a) Every probational and every absolute appointment, and every appointment to an excepted or to an unclassified place, in the internal-revenue service under him.

(b) Every refusal to make an absolute appointment and the reason therefor, and every refusal to accept an appointment.

(c) Every separation from the internal-revenue service under him and the cause of such separation, whether death, resignation, or dismissal.

(d) Every restoration to the internal-revenue service under him.

GROVER CLEVELAND.

MAY 7, 1895.

AMENDMENT TO CUSTOMS RULE IV.

Customs Rule IV is hereby amended by adding thereto the following section, to be numbered 5:

"5. In case of the occurrence of a vacancy in the classified service of any customs district which the public interest requires shall be immediately filled, and there is no eligible remaining on the proper register, such vacancy may be filled by temporary appointment without examination and certification until a regular appointment can be made under the provisions of sections 1 and 2 of this rule: *Provided*, Such temporary appointment shall in no case continue longer than ninety days, and shall expire by limitation at the end of that time: *And provided further*, That no person shall serve more than ninety days in any one year under such temporary appointment, the year limitation in regard to such appointment to begin to run on the date thereof.

"Every such temporary appointment and also the discontinuance of the same shall at once be reported to the Commission."

Approved, May 18, 1895.

GROVER CLEVELAND.

EXECUTIVE ORDER REVOKED.

The Executive order heretofore issued under General Rule III, section 2, clause (c), that provides for the appointment of four clerks in the division of accounts and disbursements in the Department of Agriculture by noncompetitive examination, is hereby revoked, and hereafter these positions will be filled through competitive examination.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, May 24, 1895.

AMENDMENT OF CLASSIFICATION.

In pursuance of the authority contained in the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, the Secretary of Agriculture is hereby directed to amend the classification of the Department of Agriculture so as to include among the classes covered thereby clerks, microscopists, assistant microscopists, stock examiners, taggers, agents, and all other employees, except temporary laborers, in the Bureau of Animal Industry of the Department of Agriculture outside of Washington, D. C.; all State statistical agents of the Department of Agriculture outside of Washington, D. C., and all messengers in the Weather Bureau of the Department of Agriculture outside of Washington, D. C. The classification when so amended shall take effect on July 1, 1895.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *May 24, 1895.*

AMENDMENT TO CIVIL-SERVICE RULES.

Special Departmental Rule No. 1, section 6, is hereby amended by striking out the whole of said section and substituting therefor the following:

"6. In the Department of Agriculture, in the office of the Secretary: Private secretary to the chief clerk, and wood engravers; scientific or professional experts employed for a period of not exceeding six months outside of Washington, D. C., in investigations specially authorized by Congress; but no such expert shall be reappointed as an expert unless the United States Civil Service Commission shall certify that such person has passed a suitable examination and is eligible for such appointment. This exception does not include any person to be employed in that Department in Washington, D. C., nor any person whose duties are not scientific or professional, or who is not expert in the particular line of scientific or professional inquiry in which such person is to be employed."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *May 24, 1895.*

AMENDMENT TO CIVIL-SERVICE RULES.

Special Departmental Rule No. 1, clause 3, is hereby amended by adding to the places excepted from examination in the Department of the Interior the following:

"In the Bureau of Education: Specialist in foreign educational systems, and specialist in education as a preventive of pauperism and crime."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *May 24, 1895.*

AMENDMENT TO THE CIVIL-SERVICE RULES RELATING TO THE DEPARTMENT OF AGRICULTURE.

EXECUTIVE MANSION,
Washington, D. C., May 16, 1895.

Special Departmental Rule No. 1 is hereby amended as follows:

Include among the places excepted from examination therein the following:

"6. In the Department of Agriculture: The chief of the dairy division."

Approved, May 24, 1895.

GROVER CLEVELAND, *President.*

AMENDMENT TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE II.

Section 3 is hereby amended as follows: At the end of clause (b) add the following: "Nor the cashier, nor the two clerks employed as assistant disbursing clerks in the division of accounts and disbursements in the Department of Agriculture."

At the end of clause (c) add the following: "But not including the disbursing clerk in the division of accounts and disbursements in the Department of Agriculture."

At the end of clause (e) add the following: "Except those of the Weather Bureau and the Bureau of Animal Industry, in the Department of Agriculture."

At the end of clause (f) add the following: "Except all chiefs of division in the Department of Agriculture."

The section as amended will read:

"3. Exceptions from examination in the classified departmental service are hereby made as follows:

"(a) One private secretary or one confidential clerk of the head of each classified department and of each assistant secretary thereof, and also of each head of bureau appointed by the President by and with the advice and consent of the Senate.

"(b) Direct custodians of money for whose fidelity another officer is under official bond; but this exception shall not include any officer below the grade of assistant cashier or assistant teller, nor the cashier, nor the two clerks employed as assistant disbursing clerks in the division of accounts and disbursements in the Department of Agriculture.

"(c) Disbursing officers who give bonds, but not including the disbursing clerk in the division of accounts and disbursements in the Department of Agriculture.

"(d) Persons employed exclusively in the Secret Service of the Government.

"(e) Chief clerks, except those of the Weather Bureau and of the Bureau of Animal Industry in the Department of Agriculture.

"(f) Chiefs of division, except all chiefs of division in the Department of Agriculture.

GROVER CLEVELAND.

EXECUTIVE MANSION, May 24, 1895.

GOVERNMENT PRINTING OFFICE RULES.

ADOPTING AND PROMULGATING ORDER.

In the exercise of the power vested in him by the Constitution, by the seventeen hundred and fifty-third section of the Revised Statutes and the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, the President hereby makes and promulgates the following rules concerning the classified service of the Government Printing Office, to be known as the Government Printing Office rules:

RULE I.

1. The classified service of the Government Printing Office shall include all persons employed in that office except those appointed by and with the advice and consent of the Senate, and unskilled laborers or workmen.

2. The officers, clerks, and other employees of the Government Printing Office are hereby arranged in the following classes:

CLASS 1.—All persons receiving an annual salary of less than \$720, or a compensation at the rate of less than \$720 per annum.

CLASS 2.—All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

CLASS 3.—All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

CLASS 4.—All persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

CLASS 5.—All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

CLASS 6.—All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

CLASS 7.—All persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

CLASS 8.—All persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

CLASS 9.—All persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

CLASS 10.—All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more per annum.

RULE II.

1. To test fitness for admission to the classified service of the Government Printing Office, examinations of a practical character shall be provided by the Commission. If the trade or occupation is such that a competitive test can not be made, the Commission shall provide regulations for the registration of applicants without competitive tests.

2. Any male citizen of the United States not under 21 or over 45 years of age, and any female citizen not under 18 or over 35 years of age, may be examined for positions in the Government Printing Office.

3. No application for a position in the Government Printing Office which belongs to one of the recognized mechanical trades shall be received from any applicant who has not served at least five years at the particular trade to which the position for which he applies belongs, one year of which service must have been rendered as a journeyman.

4. Blank forms of application shall be furnished by the Commission and the date of reception and also of approval by the Commission of each application shall be entered on the application paper.

RULE III.

1. The grade or standing of every competitor shall be determined under regulations made by the Commission, and each competitor shall be duly notified whether or not he is eligible for appointment.

2. No competitor who has failed to obtain an eligible standing shall be admitted to another test within six months from the date of failure, unless he shall furnish satisfactory evidence to the Commission that at the time of his examination he was unable to do himself justice because of illness or other good cause.

3. No eligible shall be admitted to a test during the period of his eligibility unless he shall furnish satisfactory evidence to the Commission that at the time of his examination he was unable to do himself justice because of illness or other good cause.

4. All competitors whose claims of preference under section 1754 of the Revised Statutes have been allowed by the Commission, who attain a general average of 65 per cent or over, and all other competitors who attain a general average of 70 per cent or over, shall be eligible for appointment to the place for which they were examined. The names of all competitors thus rendered eligible shall be entered in the order of grade on the proper register of eligibles.

5. The Commission shall establish regulations for the order of certification of applicants who are registered without competitive examinations under the provisions of Rule II, paragraph 1.

6. When two or more eligibles are of the same grade, preference in certification shall be determined by the order in which the application papers are filed.

7. The period of eligibility to appointment shall be one year from the date on which the name of the eligible is entered on the register, unless otherwise determined by regulations by the Commission.

RULE IV.

1. All vacancies, unless filled by promotion, transfer, or reappointment, shall be filled in the following manner:

(a) The Public Printer shall, in form and manner to be prescribed by the Commission, request the certification to him of either males or females, or both, eligible to the vacant place.

(b) If fitness for the vacant place is tested by competitive examination, the Commission shall certify from the proper register the names of the three eligibles thereon, of the sex or sexes called for, having the highest averages, who have not been three times certified: *Provided*, That the eligibles upon any register who have been allowed preference under section 1754 of the Revised Statutes, shall be certified according to their grade before all other eligibles thereon: *And provided further*, That if the vacancy is in a position for which a competitive examination can not be provided, certification shall be made of the names of the first three eligibles on the register, of the sex or sexes called for, who have not been three times certified.

2. Of the three names certified to him, the Public Printer shall select one; and if, at the time of making this selection, there are more vacancies than one, he may select more than one: *Provided*, That if the Public Printer shall object in writing to any eligible named in the certification, stating that because of physical incapacity, or for other good cause particularly specified, such eligible is not capable of properly performing the duties of the vacant place, the Commission may, upon investigation and ascertainment of the fact that the objection made is good and well-founded, direct the certification of another eligible in place of the eligible to whom objection is made.

3. When a person designated for appointment shall have reported in person to the Public Printer, he shall be appointed for a probational period of six months, at the end of which period, if his conduct and capacity be satisfactory to the Public Printer, he shall receive absolute appointment; but if his conduct and capacity be not satisfactory, he shall be notified that he will not receive absolute appointment, and this notification shall discharge him from the service. The Public Printer shall require the officer under whom the probationer may be serving to carefully observe and report in writing upon the services rendered by, and the character and qualifications of, such probationer as to punctuality, industry, habits, ability, and adaptability. These reports shall be preserved on file, and the Commission may prescribe the form and manner in which they shall be made.

4. Any person appointed to a position which belongs to one of the recognized mechanical trades may, upon reporting for appointment, be subjected to a practical test under the supervision of a board designated by the Commission, and if he or she fails to attain a general average of 70 per centum on a maximum of 100 per centum, he or she shall be rejected for appointment.

5. In case of public and pressing exigency demanding the immediate employment of skilled and experienced workmen who can not be at once supplied in the manner provided for in section 2 of this rule, or by transfer under Rule VI, or reinstatement under Rule VII, there may be employed without examination or certification, for a period not to exceed thirty days, which with the consent of the Commission may be extended in periods of thirty days each, any persons who have the requisite knowledge or experience who may be available: *Provided*, That no person shall serve more than ninety days in any one year under such temporary appointment. The year limitation in regard to appointment shall begin to run at the date of the original appointment. Every such temporary appointment and also the discontinuance of the same shall be at once reported to the Commission.

RULE V.

1. Until promotion regulations shall have been applied to the classified service of the Government Printing Office, promotions therein may be made upon any test of fitness determined upon by the Public Printer if not disapproved by the Commission.

RULE VI.

1. Transfers may be made as follows:

(a) From a position in the classified service of the Government Printing Office, requiring a knowledge of some mechanical trade, to a position in any one of the Executive Departments, requiring a knowledge of the same mechanical trade, upon requisition from the head of the department to which the transfer is to be made, and the consent of the Public Printer: *Provided*, That a person so transferred shall not be transferred to another position in one of the Executive Departments unless such other position requires a knowledge of the same mechanical trade upon which the original transfer was based, nor until he has served one year in the position to which he was originally transferred.

(b) From any executive department to the classified service of the Government Printing Office upon requisition from the Public Printer and the consent of the head of the department from which the transfer is to be made.

2. No person shall be transferred as herein authorized until after absolute appointment and until the Commission shall have certified to the officer making the transfer requisition that the person whom it is proposed to transfer has passed an examination to test fitness for the place to which he or she is to be transferred. No person shall be transferred to any place from which he or she may be barred by age limitations for original entrance or by the rules regulating the apportionment of appointments among the several States and Territories and the District of Columbia.

RULE VII.

Upon requisition of the Public Printer, the Commission shall certify for reinstatement in the Government Printing Office, in a grade requiring no higher examination than the one in which he was formerly employed, any person who, within one year next preceding the date of the requisition, has, through no delinquency or misconduct, been separated from the classified service of the Government Printing Office: *Provided*, That certification may be made, subject to the other conditions of this rule, for the reinstatement of any person who served in the military or naval service of the United States in the late war of the rebellion, and was honorably discharged therefrom, or the widow of any such person, without regard to the length of time he or she has been separated from the service.

RULE VIII.

The Public Printer shall report to the Commission:

(a) Every probational and every absolute appointment to the service of the Government Printing Office.

(b) Every refusal to make an absolute appointment and the reason therefor, and every declination of an appointment.

(c) Every separation from the service of the Government Printing Office and the cause of such separation, whether death, resignation, or dismissal.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *June 13, 1895.*

In the exercise of the power vested in him by the Constitution, by the seventeen hundred and fifty-third section of the Revised Statutes, and the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, the President hereby makes and promulgates the following rule to cancel and be in lieu of Customs Rule V of the Revised Civil-Service Rules:

CUSTOMS RULE V.

1. Until promotion regulations have been applied to a classified customs district the following promotions may be made therein at any time after absolute appointment:

(a) Any employé in any grade, upon any test of fitness determined upon by the nominating officer, to any vacant place in the class next above the one in which he may be serving, except to the positions of weigher and gauger.

(b) Any employé in any grade may be promoted or transferred to a vacancy in the lowest class of the grade of examiner after passing the examiner examination; to a vacancy in the lowest class of the grade of weigher after passing the weigher examination; to a vacancy in the lowest class of the grade of gauger after passing the gauger examination; or to a vacancy in the lowest class of any other grade than the one in which he may be serving upon passing the examination provided for that grade.

Approved, July 11, 1895.

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE II.

Section 3, providing for exceptions from examination in the classified departmental service is hereby amended as follows by the insertion of clause (g):

"One designated clerk at each pension agency (designated to sign official checks for the pension agent)."

Section 4 is hereby amended as follows: On the third line, after the word "examination," add the following proviso: "*Provided, That any person employed in an excepted place in any office or bureau at the time when said office or bureau is brought into the classified service, or any person transferred directly from a nonexcepted to an excepted place in the office or bureau in which he is serving, may, at any time, be directly transferred from such excepted place to any nonexcepted place in the office or bureau in which he is serving.*"

The section as amended will read:

"4. No person hereafter appointed to a place under the exceptions to examination made by any departmental rule shall be transferred from such place to a place not also excepted from examination: *Provided, That any person employed in an excepted place in any office or bureau at the time when said office or bureau is brought into the classified service, or any person transferred directly from a nonexcepted to an excepted place in the office or bureau in which he is serving, may at any time be directly transferred from such excepted place to any nonexcepted place in the office or bureau in which he is serving.*"

Approved, July 15, 1895.

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE VIII.

Section 1, clause (a), is hereby amended as follows: Strike out the period after the word "made" on the second line, insert a semicolon, and add the following:

"But transfers from a pension agency of the Interior Department may be made only as follows: From a pension agency of the Interior Department to the office of the Secretary of the Interior, or of the Assistant Attorney-General for the Interior Department, or to the Pension Office, or from any of the above-named offices to a pension agency, or from one pension agency to another pension agency, upon requisition of the Secretary of the Interior: *Provided*, That a transfer from a pension agency to a position in the Interior Department shall not be made when the person to be transferred would not be eligible to original appointment in the departmental service under the law requiring an apportionment of appointments among the States, Territories, and the District of Columbia, according to population."

The section and clause as amended will read:

"1. Transfers may be made as follows:

"(a) From one Department to another, upon requisition by the head of the Department to which the transfer is to be made; but transfers from a pension agency of the Interior Department may be made only as follows: From a pension agency of the Interior Department to the Office of the Secretary of the Interior or of the Assistant Attorney-General for the Interior Department, or to the Pension Office, or from any of the aboved-named offices to a pension agency, or from one pension agency to another pension agency, upon requisition of the Secretary of the Interior: *Provided*, That a transfer from a pension agency to a position in the Interior Department shall not be made when the person to be transferred would not be eligible to original appointment in the departmental service under the law requiring an apportionment of appointments among the States, Territories, and the District of Columbia according to population."

Approved, July 15, 1895.

GROVER CLEVELAND.

CLASSIFICATION OF THE PENSION AGENCIES OF THE INTERIOR DEPARTMENT.

In the exercise of the power vested in the President by the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, I hereby direct the Secretary of the Interior to amend the classification of the Department of the Interior so as to include among the employes classified thereunder the officers, clerks, and other employes of the pension agencies of said Department.

EXECUTIVE MANSION, *July 15, 1895.*

GROVER CLEVELAND.

AMENDMENT TO CLASSIFICATION.

In pursuance of the authority contained in the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, the heads of the several Executive Departments are hereby directed to amend their several classifications so as to include firemen among the employes classified thereunder.

EXECUTIVE MANSION, *July 15, 1895.*

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

DEPARTMENTAL RULE VII.

Section 2 is hereby amended as follows: At the end of the section, after the word "law," add the following proviso:

"*Provided*, That appointments to positions at pension agencies shall not be charged to the apportionment."

The section amended will read as follows:

"2. Certifications hereunder shall be made in such a manner as to maintain, as

nearly as possible, the apportionment of appointments among the several States and Territories and the District of Columbia as required by law: *Provided*, That appointments to positions at pension agencies shall not be charged to the apportionment."

Section 3, paragraph 2, is hereby amended as follows: On the second line, after the word "register," insert the following:

"Or when certification is made from any register to fill a vacancy at any pension agency."

The paragraph as amended will read:

"When certification is made from a supplementary or special register, or the printer's assistant, or page and messenger-boy register, or when certification is made from any register to fill a vacancy at any pension agency, and there are more vacancies than one to be filled, the appointing officer may select from the three names certified more than one."

Section 6 is hereby amended as follows: Strike out the word "And" at the beginning of line 9, and on line 12, after the word "appointment," insert the following proviso:

"*And provided further*, That at each pension agency at the time of the quarterly payment of pensions such temporary appointments may be made as the needs of the service may demand, for a period not to exceed 30 days, which appointments shall not be extended or renewed until the date of the next quarterly payment of pensions."

The section as amended will read:

"6. In case of the occurrence of a vacancy in any department which the public interest requires shall be immediately filled, and which can not be so filled by certification from the eligible registers of the Commission, such vacancy may be filled by temporary appointment outside the civil service until a regular appointment can be made under the provisions of sections 1, 2, and 3 of this rule: *Provided*, That such temporary appointment shall in no case continue longer than ninety days, and shall expire by limitation at the end of that time: *Provided further*, That no person shall serve longer than the period herein prescribed in any one year under such temporary appointment. The year limitation in regard to reappointment shall begin to run on the date of the original appointment: *And provided further*, That at each pension agency at the time of the quarterly payment of pensions such temporary appointments may be made as the needs of the service may demand, for a period not to exceed thirty days, which appointment shall not be extended or renewed until the date of the next quarterly payment of pensions. Every such temporary appointment, and the discontinuance of the same, shall at once be reported to the Commission."

Approved, July 15, 1895.

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

Special Departmental Rule I is hereby amended by striking out the whole of the paragraph in section 3, Department of the Interior, relating to the Geological Survey and substituting in lieu thereof the following:

"In the Geological Survey, professional experts and special agents, employed for short periods at per diem salaries, and paid only when actually employed."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, July 15, 1895.

AMENDMENT TO CIVIL-SERVICE RULES.

Executive orders heretofore issued designating the places to be filled by noncompetitive examination under clause (c) of General Rule III are hereby amended so as to include among those places in the Department of the Interior, in the Geological Survey, the editor and the photographer.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, July 15, 1895.

SPECIAL DEPARTMENTAL RULE I.

Special Departmental Rule I is hereby amended by adding to the list of places excepted from examination in the Treasury Department:

"In the Bureau of Immigration: One statistician and stenographer, with power to act as immigrant inspector."

Approved, July 30, 1895.

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

Departmental Rule IX, clause 1, paragraph two, is hereby amended by striking out in line one the words "appointed from the appropriate register to" and substituting therefor the word "occupying;" by adding before the word "messenger," in line two, the following: "engineers, assistant engineers, firemen;" by striking out in line three the words "below the positions of clerk and copyist" and substituting therefor the words "the educational test for appointment to which is below the grade of the educational test required for the position of clerk or copyist;" and by adding in line seven, after the words "printers' assistants," the words "and skilled helpers." As amended the paragraph will read as follows:

"Any person occupying the position of engineer, assistant engineer, fireman, messenger, assistant messenger, watchman, or other subordinate position the educational test for appointment to which is below the grade of the educational test required for the position of clerk or copyist may, at any time after absolute appointment, if not barred by age limitations, be transferred to any other of said subordinate positions, but shall not be promoted to the position of clerk or copyist, or to any place the duties of which are clerical: *Provided*, That printers' assistants and skilled helpers in the Bureau of Engraving and Printing, Treasury Department, shall only be eligible for transfer to the grade of operator in that Bureau."

Approved, August 5, 1895.

GROVER CLEVELAND.

EXECUTIVE ORDER WITHDRAWING COMPOSITORS AND PRESSMEN FROM THE LIST OF PLACES TO BE FILLED BY NONCOMPETITIVE EXAMINATION.

So much of Executive orders heretofore issued under General Rule III, section 2, clause (c), as provides for the appointment of compositors and pressmen by noncompetitive examination is hereby revoked, and hereafter compositors and pressmen will be appointed by competitive examination.

GROVER CLEVELAND.

Approved.

EXECUTIVE MANSION, August 16, 1895.

AMENDMENT TO CIVIL-SERVICE RULES.

Government Printing Office Rule II, section 2, is hereby amended by omitting in line 1, after the words "under 21," the words "or over 45," and in line 2, after the words "under 18," the words "or over 35."

The section as amended will read as follows:

"2. Any male citizen of the United States not under 21 years of age, and any female citizen not under 18 years of age, may be examined for positions in the Government Printing Office."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, August 22, 1895.

AMENDMENT TO CIVIL-SERVICE RULES.

Special Departmental Rule I is hereby amended by striking out from the list of places excepted from examination in all the departments bookbinders.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, September 5, 1895.

AMENDMENT TO CIVIL-SERVICE RULES.

Special Departmental Rule I is hereby amended to except from examination in the Department of the Treasury, in the Bureau of Printing and Engraving, forty-three compositors and eight pressmen now temporarily employed under authority of the sundry civil act of March 2, 1895, such employment to cease prior to March 14, 1896. Vacancies occurring in this force shall be filled only by competitive examination under the civil-service rules.

Approved, September 16, 1895.

GROVER CLEVELAND.

AMENDMENT TO POSTAL RULE I.

Section 2 of Postal Rule I is hereby amended, by inserting after the word "thereto," in line 6, the following:

"And whenever, by order of the Postmaster-General, any post-office shall be consolidated with, and made part of, another post-office where free delivery is established, all the employees of the office thus consolidated, whose names appear on the roster of said office approved by the Post-Office Department, and including the postmaster thereof, shall, from the date of said order, be employees of said free-delivery office, and the person holding, on the date of said order, the position of postmaster at the office thus consolidated with said free-delivery office may be assigned to any position therein and given any appropriate designation under the classification act which the Postmaster-General may direct;"

The section as amended shall read as follows:

"2. The classification of the postal service made by the Postmaster-General under section 6 of the act of January 16, 1883, is hereby extended to all free-delivery post-offices; and hereafter whenever any post-office becomes a free-delivery office the said classification or any then existing classification made by the Postmaster-General under said section and act shall apply thereto; and whenever, by order of the Postmaster-General, any post-office shall be consolidated with and made a part of another post-office where free-delivery is established, all the employees of the office thus consolidated, whose names appear on the roster of said office approved by the Post-Office Department, including the postmaster thereof, shall, from the date of said order, be employees of said free-delivery office, and the person holding, on the date of said order, the position of post-master at the office thus consolidated with said free-delivery office may be assigned to any position therein and given any appropriate designation under the classification act which the Postmaster-General may direct; and the Civil Service Commission shall provide examinations to test the fitness of persons to fill vacancies in all free-delivery post-offices, and these rules shall be in force therein; but this shall not include any post-office made an experimental free-delivery office under the authority contained in the appropriation act of March 3, 1891. Every revision of the classification of any post-office under section 6 of the act of January 16, 1883, and every inclusion of a post-office within the classified postal service shall be reported to the President."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *November 6, 1895.*

AMENDMENT OF CIVIL-SERVICE RULES.

Special Departmental Rule No. 1, clause 8, is hereby amended by striking from the list of places excepted from examination in the Department of Labor statistical experts and temporary experts.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *December 2, 1895.*

AMENDMENT OF CIVIL-SERVICE RULES.

So much of Executive orders heretofore issued under General Rule III, section 2, clause (c), as provides for the appointment of special agents in the Department of Labor by noncompetitive examination is hereby revoked.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *December 2, 1895.*

1896.

AMENDMENT TO INTERNAL-REVENUE RULE IV.

Section 5 of Internal-Revenue Rule IV is hereby amended by adding at the end of the first paragraph thereof the following:

"And provided further, That whenever an emergency shall arise requiring that a vacant position in any internal-revenue district shall be filled before a certificate can be issued by the Commission, and an appointment made thereto in the manner provided in these rules, such position may be filled without regard to the provisions of *these rules* by temporary appointment not to exceed 15 days, and only for such

period as may be required for the execution of the necessary details of an appointment thereto in accordance with said provisions, but no person shall receive such emergency appointment, who, within the 60 days next previous thereto, has been separated from a position in said district to which he was temporarily appointed under the provisions of this section."

The section as amended shall read as follows:

"5. In the case of the occurrence of a vacancy in the classified service of any internal-revenue collection district which the public interest requires shall be immediately filled, and there is no eligible entitled to reinstatement under section 1, clause (b), of this rule or remaining on the proper register, such vacancy in the class of storekeeper, storekeeper and ganger, or clerk, may be filled without examination and certification by a temporary designation by the collector of the district of some suitable person to perform the duties of the position until a regular appointment can be made under the provisions of sections 1, 2, and 3 of this rule: *Provided*, That service under such temporary designation shall in no case continue longer than six months, and shall expire by limitation at the end of that time: *And provided further*, That no person shall serve more than six months in any one year under such temporary designation, the year limitation in regard to such designation to begin to run on the date thereof: *And provided further*, That whenever an emergency shall arise requiring that a vacant position in any internal revenue district shall be filled before a certificate can be issued by the Commission and an appointment made thereto in the manner provided in these rules, such position may be filled without regard to the provisions of these rules by temporary appointment for a period not to exceed 30 days and only for such period as may be required for the execution of the necessary details of an appointment thereto in accordance with said provisions, but no person shall receive such emergency appointment who within the 60 days next previous thereto has been separated from a position in said district to which he was temporarily appointed under the provisions of this section.

"Every such temporary designation, and also the discontinuance of the same, shall be at once reported to the Commission."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *January 18, 1896.*

AMENDMENT TO CUSTOMS RULE II.

Section 5 of Customs Rule II is hereby amended by adding thereto the following:

"(i) Any person appointed to a position which requires only a portion of his time and attention for the performance of its duties, pays him a compensation not exceeding three hundred dollars per annum, and permits of his pursuing other regular business or occupation, such person being conveniently located for the performance of said duties."

The section as amended shall read as follows:

"5. Exceptions from examination in the classified customs service are hereby made as follows:

"(a) Deputy collectors who do not also act as inspectors, examiners, or clerks.

"(b) Cashier of the collector.

"(c) Assistant cashier of the collector.

"(d) Auditor of the collector.

"(e) Chief acting disbursing officer.

"(f) Deputy naval officers.

"(g) Deputy surveyors.

"(h) One private secretary or one confidential clerk of each nominating officer.

"(i) Any person appointed to a position which requires only a portion of his time and attention for the performance of its duties, pays him a compensation not exceeding three hundred dollars per annum, and permits of his pursuing other regular business or occupation, such person being conveniently located for the performance of said duties."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *January 18, 1896.*

EXTENSION OF THE CLASSIFIED DEPARTMENTAL AND INDIAN SERVICES.

In the exercise of the power vested in the President by the third paragraph of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, I hereby direct the Secretary of the Interior to amend the classification of the Interior Department so as to include among

the positions classified thereunder and subject to competitive examination, clerk, assistant clerk, issue clerk, property clerk, storekeeper, and all other clerical positions at Indian agencies and Indian schools; likewise to amend the classification of the Indian Service so as to include among the positions classified thereunder supervisor of Indian schools, day-school inspector, disciplinarian, industrial teacher, teacher of industries, kindergarten teacher, farmer, nurse, assistant matron, and seamstress.

But Indians shall be eligible to appointment to any of said positions on such test of fitness as may be required by the Secretary of the Interior and without examination or certification by the Civil Service Commission; but they shall not be transferred from said positions to the departmental service.

Approved, March 20, 1896.

GROVER CLEVELAND.

EXECUTIVE MANSION, 1896.

AMENDMENT OF CIVIL-SERVICE RULES.

So much of the Executive orders heretofore issued under General Rule III, section 2, clause (c), as provides for the appointment of members of the Board of Pension Appeals in the Department of the Interior by noncompetitive examination is hereby revoked, and these places will hereafter be treated as subject to competitive examination.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *March 28, 1896.*

AMENDMENT OF CIVIL-SERVICE RULES.

Special Departmental Rule No. 1, clause 3, is hereby amended by striking from the list of places excepted from examination in the Department of the Interior assistant attorneys and law clerks, and these places will hereafter be treated as subject to competitive examination.

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *March 28, 1896.*

CIVIL-SERVICE RULES.

In the exercise of power vested in him by the Constitution, and of authority given to him by the seventeen hundred and fifty-third section of the Revised Statutes, and by an act to regulate and improve the civil service of the United States, approved January 16, 1883, the President hereby makes and promulgates the following rules and revokes all others.

RULE I.

1. The United States Civil Service Commission shall have authority to prescribe regulations in pursuance of, and for the execution of, the provisions of these rules and of the civil service act.

2. The several terms hereinafter mentioned, wherever used in these rules or the regulations of the Commission, shall be construed as follows:

(a) The term "civil service act" refers to "An act to regulate and improve the civil service of the United States," approved January 16, 1883.

(b) The term "classified service" refers to all that part of the executive civil service of the United States included within the provisions of the civil-service act.

(c) The term "grade," in connection with employees or positions, refers to a group of employees or positions in the classified service arranged upon the basis of duties performed, without regard to salaries received.

(d) The term "class," in connection with employees or positions, refers to a group of employees or positions in any grade arranged upon the basis of salaries received, in pursuance of the provisions of section 163 of the Revised Statutes and of section 6 of the civil-service act.

(e) The term "excepted position" refers to any position within the provisions of the civil-service act, but excepted from the requirement of competitive examination or registration for appointment thereto.

RULE II.

1. Any person in the executive civil-service of the United States who shall willfully violate any of the provisions of the civil-service act or of these rules shall be dismissed from office.

2. No person in the executive civil service shall use his official authority or official influence for the purpose of interfering with an election or controlling the result thereof.

3. No person in the executive civil service shall dismiss, or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any other person therein because of his political or religious opinions or affiliations.

4. No question in any examination or form of application shall be so framed as to elicit information concerning, nor shall any inquiry be made concerning, nor any other attempt be made to ascertain, the political or religious opinions or affiliations of any applicant, competitor, or eligible; and all disclosures thereof shall be discontinued. And no discrimination shall be exercised, threatened, or promised, against or in favor of, any applicant, competitor, or eligible because of his political or religious opinions or affiliations.

5. No recommendation of an applicant, competitor, or eligible, involving any disclosure of his political or religious opinions or affiliations shall be received, filed, or considered by the Commission, by any board of examiners, or by any nominating or appointing officer.

6. In making removals or reductions, or in imposing punishment, for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereupon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

7. A person holding a position on the date said position is classified under the civil-service act shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said act.

RULE III.

1. All that part of the executive civil service of the United States which has been, or may hereafter be, classified under the civil-service act shall be arranged in branches as follows: The departmental service, the custom-house service, the post-office service, the government printing service, and the internal-revenue service.

2. The departmental service shall include officers and employees as follows, except those in the service of the Government Printing Office and in the service of the several custom-houses, post-offices, and internal-revenue districts:

(a) All officers and employees of whatever designation, except persons merely employed as laborers or workmen and persons who have been nominated for confirmation by the Senate, however or for whatever purpose employed, whether compensated by a fixed salary or otherwise, who are serving in or on detail from—

The several Executive Departments, the commissions, and offices in the District of Columbia.

The Railway Mail Service.

The Indian Service.

The several pension agencies.

The Steamboat-Inspection Service.

The Marine-Hospital Service.

The Light-House Service.

The Life-Saving Service.

The several mints and assay offices.

The Revenue-Cutter Service.

The force employed under custodians of public buildings.

The several subtreasuries.

The Engineer Department at large.

(b) All executive officers and employees outside of the District of Columbia not covered in (a), of whatever designation, whether compensated by a fixed salary or otherwise—

Who are serving in a clerical capacity or whose duties are in whole or in part of a clerical nature.

Who are serving in the capacity of watchman or messenger.

Who are serving in the capacity of physician, hospital steward, nurse, or whose duties are of a medical nature.

Who are serving in the capacity of draftsman, civil engineer, steam engineer, electrical engineer, computer, or fireman.

Who are in the service of the Supervising Architect's Office in the capacity of superintendent of construction, superintendent of repair, or foreman.

Who are in the service of the Treasury Department in any capacity except those in the Life-Saving Service.

3. The custom-house service shall include the officers and employees serving in any

customs district, whose employees number as many as five, who have been, or may hereafter be, classified under the civil-service act. And whenever in any customs district whose officers and employees number less than five the number of officers and employees shall be increased to as many as five, the Secretary of the Treasury shall at once notify the Commission of such increase, and the officers and employees in said district shall be included within the classified service from the date of said increase.

4. The post-office service shall include the officers and employees in any free-delivery post-office who have been, or may hereafter be, classified under the civil-service act. And whenever the free-delivery system shall be established in any post-office, the Postmaster-General shall at once notify the Commission of such establishment and the officers or employees of said office shall be included within the classified service from the date of such establishment; and whenever, by order of the Postmaster-General, any post-office shall be consolidated with and made a part of a free-delivery post-office, the Postmaster-General shall at once notify the Commission of such consolidation, and from the date of said order the employees of the office thus made a part of the free-delivery office, whose names appear on the roster of the Post-Office Department, shall be employees of said free-delivery office, and the person holding, on the date of said order, the position of postmaster at the office thus made a part of said free delivery office may be made an employee in said free-delivery office and may at the time of classification be assigned to any position therein and given any appropriate designation which the Postmaster-General may direct.

5. The Government printing service shall include the officers and employees in the Government Printing Office who have been, or may hereafter be, classified under the civil-service act.

6. The Internal-Revenue Service shall include the officers and employees who have been, or may hereafter be, classified under the civil-service act in any internal-revenue district.

7. All officers and employees who have heretofore been classified under the civil-service act shall be considered as still classified and subject to the provisions of these rules.

8. The following-mentioned positions or employees shall not be subject to the provisions of these rules:

(a) Any position filled by a person whose place of private business is conveniently located for the performance of the duties of said position, or any position filled by a person remunerated in one sum both for services rendered therein and for necessary rent, fuel, and lights furnished for the performance of the duties thereof: *Provided*, That in either case the performance of the duties of said position requires only a portion of the time and attention of the occupant, paying him a compensation not exceeding, for his personal salary only, three hundred dollars per annum, and permitting of his pursuing other regular business or occupation.

(b) Any person in the military or naval service of the United States who is detailed for the performance of civil duties.

(c) Any person employed in a foreign country, under the State Department, or temporarily employed in a confidential capacity in a foreign country.

(d) Any position whose duties are of a quasi-military or quasi-naval character and for the performance of whose duties a person is enlisted for a term of years.

RULE IV.

1. In pursuance of the provisions of section 2 of the civil-service act, there shall be provided, to test fitness for admission to positions which have been, or may hereafter be, classified under the civil-service act, examinations of a practical and suitable character involving such subjects and tests as the Commission may direct.

2. No person shall be appointed to, or be employed in, any position which has been, or may hereafter be, classified under the civil-service act, until he shall have passed the examination provided therefor, or unless he is especially exempt from examination by the provisions of said act or the rules made in pursuance thereof.

3. In pursuance of the provisions of section 2 of the civil-service act, wherever competent persons can be found who are willing to compete, no noncompetitive examination shall be given except as follows:

(a) To test fitness for transfer, or for promotion in a part of the service to which promotion regulations have not been applied.

(b) To test fitness for appointment of Indians as superintendents, teachers, teachers of industries, kindergartners, and physicians in the Indian service at large.

The noncompetitive examinations of Indians for the positions mentioned shall consist of such tests of fitness, not disapproved by the Commission, as may be determined upon by the Secretary of the Interior. A statement of the result of every noncompetitive test and all appointments, transfers, or promotions based thereon shall be immediately forwarded to the Commission.

4. In pursuance of the provisions of section 3 of the civil-service act, examinations

shall be provided at such places and upon such dates as the Commission shall deem most practicable to subserve the convenience of applicants and the needs of the service.

5. In pursuance of the provisions of section 3 of the civil-service act, the Commission shall appoint, from persons in the Government service, such boards of examiners as it may deem necessary. The members of said boards shall perform such duties as the Commission may direct in connection with examinations, appointments, and promotions in any part of the service which has been or may hereafter be classified. The members of any board of examiners, in the performance of their duties as such, shall be under the direct and sole control and authority of the Commission. The duties performed by the members of any board of examiners in their capacity as such shall be considered part of the duties of the office in which they are serving and time shall be allowed for the performance of said duties during the office hours of said office. The members of any board of examiners shall not all be adherents of one political party when persons of other political parties are available and competent to serve upon said board.

6. In pursuance of the provisions of section 3 of the civil-service act, all executive officers of the United States shall facilitate civil-service examinations, and postmasters, customs officers, internal-revenue officers, and custodians of public buildings at places where such examinations are to be held shall, for the purpose of such examinations, permit and arrange for the use of suitable rooms under their charge and for heating, lighting, and furnishing the same.

RULE V.

1. Every applicant for examination must be a citizen of the United States, must be of proper age, and must make an application under oath, upon a form prescribed by the Commission, and accompanied by such certificates as may be prescribed.

2. No application for examination shall be accepted from any person serving in the Army, the Navy, or Marine Corps of the United States, unless the written consent of the head of the department under which said person is enlisted is filed with his application.

3. The Commission may, in its discretion, refuse to examine an applicant, or to certify an eligible, who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has been dismissed from the service for delinquency or misconduct within one year next preceding the date of his application; or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his registration or appointment. Any of the foregoing disqualifications shall be good cause for the removal of an eligible from the service after his appointment.

4. No application for examination shall be accepted unless the applicant is within the age limitations fixed herein for entrance to the position to which he seeks to be appointed: *Provided*, That subject to the other conditions of these rules the application of any person whose claim of preference under the provisions of section 1754 of the Revised Statutes has been allowed by the Commission may be accepted without regard to his age. The age limitations for entrance to positions in the different branches of the service shall be as follows:

	Minimum.	Maximum.
Departmental Service:		
Page or messenger boy.....	14	18
Apprentice (or student).....	16	20
Printer's assistant and messenger.....	18	No limit.
Positions in Railway Mail Service.....	18	35
Superintendent, physician, supervisor, day school inspector, Indian Service.....	25	55
All other positions in the Indian Service.....	21	45
All other positions.....	20	No limit.
(These limitations shall not apply in the cases of wives of superintendents of Indian schools who apply for examination for the position of teacher or matron.)		
Custom-House Service:		
Clerk and messenger.....	20	No limit.
Other positions.....	21	No limit.
Post-Office Service:		
Letter carrier.....	21	40
Other positions.....	18	No limit.
Government Printing Service:		
All positions (male).....	21	No limit.
All positions (female).....	18	No limit.
Internal Revenue Service:		
Clerk.....	18	No limit.
Other positions.....	21	No limit.

5. No application shall be accepted for examination for a position which belongs to one of the recognized mechanical trades unless it shall be shown that the applicant has served as apprentice or as journeyman or as apprentice and journeyman at said trade for such periods as the Commission may prescribe.

RULE VI.

The following-named employees or positions which have been, or may hereafter be, classified under the civil-service act shall be excepted from the requirement of examination or registration:

DEPARTMENTAL SERVICE:

(a) Private secretaries or confidential clerks (not exceeding two) to the President or to the head of each of the eight Executive Departments.

(b) Indians employed in the Indian service at large, except those employed as superintendents, teachers, teachers of industries, kindergartners, and physicians.

CUSTOM-HOUSE SERVICE:

(a) One cashier in each customs district.

(b) One chief or principal deputy or assistant collector in each customs district whose employees number as many as 150.

POST-OFFICE SERVICE:

(a) One assistant postmaster, or chief assistant to the postmaster, of whatever designation, at each post-office.

(b) One cashier of each first-class post-office, when employed under the roster title of cashier only.

INTERNAL-REVENUE SERVICE:

One cashier in each internal-revenue district.

RULE VII.

1. Examination papers shall be rated on a scale of 100, and the subjects therein shall be given such relative weights as the Commission may prescribe. After a competitor's papers have been rated, he shall be duly notified of the result thereof.

2. Every competitor who attains an average percentage of 70 or over shall be eligible for appointment to the position for which he was examined; and the names of eligibles shall be entered, in the order of their average percentages, on the proper register of eligibles: *Provided*, That the names of all competitors whose claims to preference under the provisions of section 1754 of the Revised Statutes have been allowed by the Commission, and who attain an average percentage of 65 or over, shall be placed, in the order of their average percentages, at the head of the proper register of eligibles.

3. For filling vacancies in positions for which competitive tests are not practicable, the registration of applicants shall be in the order in which they fulfill the requirements prescribed therefor by regulation of the Commission: *Provided*, That persons who served in the military or naval service of the United States in the late war of the rebellion and were honorably discharged therefrom, and persons who have been separated from such positions above mentioned through no delinquency or misconduct, shall be placed at the head of the proper register in the order of their fulfillment of said requirements.

4. The term of eligibility shall be one year from the date on which the name of the eligible is entered upon the register.

RULE VIII.

In pursuance of the provisions of section 2 of the civil-service act, whenever a vacancy occurs in any position which has been, or may hereafter be, classified under the civil-service act, and which is not an excepted position, the filling of said vacancy, unless filled through noncompetitive examination or by reinstatement, transfer, promotion, or reduction, shall be governed as follows:

1. The appointing or nominating officer shall request certification to him of the names of eligibles for the position vacant, and the Commission shall certify to said officer from the proper register the three names at the head thereof which have not been three times certified to the department or office in which the vacancy exists: *Provided*, That certification for temporary appointment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the sex of those whose names are to be certified is fixed by any law, rule, or regulation, or is specified in the request for certification, the names of those of the sex so fixed or specified shall be certified, but in other cases certification shall be made without regard to sex.

2. Of the three names certified the nominating or appointing officer shall select one, and if at the time of selection there are more vacancies than one he may select *more than one name*, unless otherwise directed by the Commission.

3. If an eligible who is not entitled to certification is certified and appointed, his appointment shall be immediately revoked by the appointing officer upon notification from the Commission.

4. A person selected for appointment shall be notified of his selection by the appointing or nominating officer, and upon his acceptance shall receive from the appointing officer a certificate of appointment for a probationary period of six months, at the end of which period, if the conduct and capacity of the probationer are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct or capacity be not satisfactory, he shall be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity; and such notification shall discharge him from the service: *Provided*, That the probation of an employee in the Indian school service shall terminate at the end of the school year in which he is appointed: *And provided further*, That the time which an employee has actually served as substitute in parts of the service where substitutes are authorized shall be counted as part of the probationary period of his regular appointment; but that time served under a temporary appointment shall not be so counted.

5. If the appointing or nominating officer shall object to an eligible named in the certificate, stating that because of some physical defect, mental unsoundness, or moral disqualification, particularly specified, said eligible would be incompetent or unfit for the performance of the duties of the vacant position, and if said officer shall sustain such objection with evidence satisfactory to the Commission, the Commission may certify the eligible on the register who is in average percentage next below those already certified, in place of the one to whom objection is made and sustained.

6. Certifications for appointment of persons for service in, or on direct detail from, any department or office in Washington, D. C., shall be so made as to maintain, as nearly as possible, the apportionment of such appointments among the several States and Territories and District of Columbia upon the basis of population, except to appointments in the Government Printing Office; to the position of printer's assistant, skilled helper, and operative in the Bureau of Engraving and Printing; to positions in the post quartermaster's office, in the pension agency, and other local offices in the District of Columbia, and to the positions of page and messenger boy, and apprentice or student.

7. Within any part of the service to which promotion regulations have been, or may hereafter be, applied, certification of those eligible to original appointment shall not be made for filling a vacancy in a position above the lowest class in any grade whenever there is any person eligible and willing to be promoted to said vacancy: *Provided*, That a vacancy in any position requiring the exercise of technical or professional knowledge may be filled by original appointment.

8. When two or more eligibles on a register have the same average percentage, preference in certification shall be determined by the order in which their applications were filed.

9. For filling vacancies in positions outside of the District of Columbia and in positions in the pension agency, the depot quartermaster's office, and other local offices in the District of Columbia, the territory of the United States shall be arranged in such sections or districts as the Commission may determine; and an eligible shall be certified, in his order, to vacancies in the section or district in which he resides, and upon his written request to vacancies in any one or more of the other sections or districts: *Provided*, That in the custom-house service, post-office service, or internal-revenue service an eligible shall be certified only to vacancies in the customs district, post-office, or internal-revenue district where he was examined.

10. In any part of the service in which the employment of substitutes is not prohibited by law, there may be certified and appointed in the manner provided for in this rule only such number of substitutes as are actually needed for the performance of substitute duty.

11. In any part of the service in which substitutes are employed, certifications of those eligible to original appointment shall be made for filling vacancies in substitute positions only, and vacancies in regular positions shall be filled by the appointment or promotion thereto of substitutes in the order of their original appointment as substitutes, whenever there are substitutes of the required sex who are eligible and willing to be so appointed or promoted. Substitutes so appointed or promoted shall, however, be subject to the provisions of these rules relating to probation and permanent appointment.

12. Upon request of the appointing or nominating officer, preference in certification may be given to the wife of the superintendent of an Indian school for filling a vacancy in the position of teacher or matron in said school.

13. Whenever there shall occur a vacancy which the public interest requires shall be immediately filled and which can not be so filled in time to meet the emergency by certification from the eligible registers, such vacancy may, subject to the approval

of the Commission, be filled by temporary appointment without examination until a regular appointment can be made. Such temporary appointment shall in no case continue longer than ninety days, and shall expire by limitation at the end of that time. No person shall serve longer than ninety days in any one year under such temporary appointment or appointments, and in any event only until a regular appointment can be made through examination and certification. Said year limitation shall begin to run in the case of any person on the date of his first such appointment: *Provided*, That whenever an emergency shall arise requiring that a vacant position in any internal revenue district shall be filled before a certificate can be issued by the Commission and an appointment made thereto in the manner provided in these rules, such position may be filled without regard to the provisions of these rules by temporary appointment for a period not to exceed thirty days and only for such period as may be required for the execution of the necessary details of an appointment thereto in accordance with said provisions; but no person shall receive such temporary appointment who within the ninety days next previous thereto has been separated from a position in said district to which he was temporarily appointed under the provisions of this section.

14. Whenever a temporary appointment shall be made through certification from the eligible registers of the Commission in the manner provided in these rules, such temporary appointment shall in no case continue longer than six months and shall expire by limitation at the end of that period.

RULE IX.

A vacancy in any position which has been, or may hereafter be, classified under the civil-service act, may, upon requisition of the proper officer and the certificate of the Commission, be filled by the reinstatement, without examination, of any person who, within one year next preceding the date of said requisition, has, through no delinquency or misconduct, been separated from a classified position at the date of said requisition and in that department or office and that branch of the service in which said vacancy exists: *Provided*, That for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the Commission, an examination involving essential tests different from or higher than those involved in the examination for original entrance to the position formerly held by the person proposed to be reinstated: *And provided further*, That, subject to the other conditions of these rules, any person who served in the military or naval service of the United States in the late war of the rebellion and was honorably discharged therefrom, or the widow of any such person, may be reinstated without regard to the length of time he or she has been separated from the service.

RULE X.

Within that part of the civil service of the United States which has been, or may hereafter be, classified under the civil-service act, transfers shall be governed as follows:

1. A person in any department or office may be transferred within the same department or office and the same branch of the service upon any test of fitness, not disapproved by the Commission, which may be determined upon by the appointing officer, subject to the limitations of the provisos of section 2 of this rule.

2. A person who has received absolute appointment may be transferred without examination from any department, office, or branch of the service upon requisition and consent of the proper officers and the certificate of the Commission: *Provided*, That no transfer shall be made of a person to a position within the same department or office and the same branch of the service, or to a position in another department, office, or branch of the service, if from original entrance to such position said person is barred by the age limitations prescribed therefor, or by the provisions regulating apportionment, or if in said position there is not required, in the judgment of the Commission, the performance of the same class of work, or the practice of the same mechanical trade, performed or practiced in the position from which transfer is proposed: *And provided further*, That transfer shall not be made without examination, provided by the Commission, to a position for original entrance to which, in the judgment of the Commission, there is required by these rules an examination involving essential tests different from or higher than those involved in the examination required for original entrance to the position from which transfer is proposed; but a person employed in any grade shall not because of such employment be barred from the open competitive examination provided for original entrance to any other grade.

3. Upon requisition of the proper officer and the certificate of the Commission, transfer may be made without examination from the office of the President of the United States, after continuous service therein for the two years next preceding the date of said requisition, to any position classified under the civil-service act, if in

said position there is required, in the judgment of the Commission, the performance of the same class of work that is required to be performed in the position from which transfer is proposed.

4. Transfer shall not be made from an excepted position to a position not excepted: *Provided*, That a person holding an excepted position at the time said position is classified under the civil-service act, or a person holding an excepted position which he entered prior to the President's order of November 2, 1894, may, subject to the other conditions and provisions of this rule, be transferred to a position not excepted.

5. Transfer shall not be made from a position not classified under the civil-service act to a classified position: *Provided*, That a person who, by promotion or transfer from a classified position, has entered a position, appointment to which is made by the President by and with the advice and consent of the Senate, and has served continuously therein from the date of said promotion or transfer, may be transferred from said Presidential appointment to the position from which he was so transferred or to any position to which transfer could be made therefrom.

6. Transfer shall not be made from a position outside the District of Columbia to a position within the District of Columbia, except upon the certificate of the Commission, subject to the other conditions and provisions of this rule.

7. Any person who has been transferred from a classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of this rule.

8. All transfers herein authorized shall be made only after the issuance by the Commission of the certificates therefor, except those which may be specifically exempted from such condition by regulation of the Commission.

9. Whenever a person is proposed for transfer from one branch of the service to another branch of the service, and from a part of the service not within the provisions regulating apportionment to a part of the service within said provisions, and the transfer is one which, under the provisions of this rule, may be allowed without examination, such person shall be required, precedent to his transfer, to file a statement, under oath, setting forth the same facts, accompanied by the same certificates or vouchers relating to residence as may be required in an application for examination.

RULE XI.

1. In pursuance of the requirements of section 7 of the civil-service act, competitive tests or examinations shall, as far as practicable and useful, be established to test fitness for promotion in any part of the civil service of the United States which has been, or may hereafter be, classified under the civil-service act.

2. The details regulating promotions shall be formulated by the Commission after consultation with the heads of the several departments, bureaus, or offices. It shall be the duty of the head of each department, bureau, or office, when such regulations have been formulated, to promulgate the same, and any amendments or revocations thereof shall be approved by the Commission before going into effect.

3. The Commission shall, upon the nomination of the head of each department, bureau, or office, designate and select a suitable number of persons, not less than three, in said department, bureau, or office, to be members of a board of promotion. In the departments, bureaus, or offices in Washington, and in all other offices, the members of any board of examiners shall not all be adherents of one political party when persons of other political parties are available and competent to serve upon said board.

4. Until the regulations herein authorized have been approved for any department, bureau, or office, in which promotion regulations approved by the Commission are not in force, promotions therein may be made from one class to another class which is in the same grade, and from one grade to another grade, upon any test of fitness, not disapproved by the Commission, which may be determined upon by the promoting officer: *Provided*, That no promotion of a person shall be made, except upon examination provided by the Commission, from one class to another class, or from one grade to another grade, if for original entrance to said class or grade to which promotion is proposed there is required by these rules an examination involving essential tests different from or higher than those involved in the examination required for original entrance to the class or grade from which promotion is proposed: *And provided further*, That no promotion of a person shall be made, except upon examination provided by the Commission, to a position in which, in the judgment of the Commission, there is not required the performance of the same class of work, or the practice of the same mechanical trade, which is required to be performed or practiced, in the position from which promotion is proposed; but a person employed in any grade shall not, because of such employment, be barred from the open competitive examination provided for original entrance to any other grade: *And provided further*, That no promotion of a person shall be made to a class or grade

from original entrance to which such person is barred by the age limitations prescribed therefor or by the provisions regulating apportionment.

RULE XII.

1. In pursuance of the provisions of section 2 of the civil-service act, every nominating or appointing officer in the executive civil service of the United States shall furnish to the Commission a list of all the positions and employments under his control and authority, together with the names, designations, compensations, and dates of appointment or employment, of all persons serving in said positions or employments; said list to be arranged as follows: (a) Classified positions not excepted from examination; (b) classified positions excepted from examination; (c) unclassified positions.

2. Every nominating or appointing officer in the executive civil service shall report in detail to the Commission, in form and manner to be prescribed by the Commission, all changes, as soon as made, and the dates thereof, in the service under his control and authority, setting forth among other things the following: The position to which an appointment or reinstatement is made; the position from which a separation is made, whether the same was caused by dismissal, resignation, or death; and the position from which and the position to which a transfer or promotion is made; the compensation of every position from which or to which a change is made; the name of every person appointed, reinstated, promoted, transferred, or separated from the service; and every failure to accept an appointment and the reasons therefor.

Approved, May 6, 1896.

GROVER CLEVELAND.

EXECUTIVE MANSION,
Washington, D. C., May 7, 1896.

In the exercise of the authority vested in the President by the seventeen hundred and fifty-third (1753d) section of the Revised Statutes—

It is ordered, That the office of the Interstate Commerce Commission be, and the same is hereby, classified as a part of the classified departmental service, and for the purpose of applying the civil-service rules thereto the officers, clerks, and other employees of said Commission are hereby arranged in the following classes, viz:

CLASS A.—All persons receiving an annual salary of less than \$720, or a compensation at the rate of less than \$720 per annum.

CLASS B.—All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

CLASS C.—All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

CLASS D.—All persons receiving a salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

CLASS E.—All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

CLASS 1.—All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

CLASS 2.—All persons receiving an annual salary of \$1,400 or more per annum, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

CLASS 3.—All persons receiving an annual salary of \$1,600 or more per annum, or an annual compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

CLASS 4.—All persons receiving an annual salary of \$1,800 or more per annum, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

CLASS 5.—All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more per annum.

Provided, That no person who may be appointed to an office, by and with the advice and consent of the Senate, and that no person who may be employed merely as a workman or laborer, shall be considered as within this classification, and no person so employed shall be assigned to the duties of a classified place.

Provided further, That no person shall be admitted to any place not excepted from examination by the civil-service rules in any of the classes above designated until he or she shall have passed an appropriate examination under the United States Civil Service Commission and his or her eligibility has been certified to by said Commission.

GROVER CLEVELAND.

Employees classified and list sent to Civil Service Commission in accordance with above order. (Minutes of Commission, May 15, 1896.)

EDW. A. MOSELEY, *Secretary.*

AMENDMENT OF THE CIVIL-SERVICE RULES.

The civil-service rules are hereby amended as follows:

Rule III, clause 2 (a), is amended by adding after the words "the Light-House Service" the words "the Life-Saving Service."

Paragraph (b) of the same rule and clause is amended by striking out after the words "who are in the service of the Treasury Department in any capacity" the words "except those in the Life-Saving Service."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *May 13, 1896.*

AMENDMENTS TO CIVIL-SERVICE RULES.

The Civil-Service Rules, as revised May 6, 1896, are hereby amended as follows:

Rule I, section 2, clause (b), in the third line, after the word "act," insert "and these rules;" so that as amended the clause will read:

"(b) The term 'classified service' refers to all that part of the executive civil service of the United States included within the provisions of the civil-service act and these rules."

Rule III, section 2, clause (a), is amended by adding thereto the following clause: "The Ordnance Department at large."

Rule III, section 2, clause (a), is amended by striking out after "persons" in the third line the words "who have been nominated for" and inserting in lieu thereof the words "whose appointments are subject to."

Rule III, section 2, clause (b), is amended by inserting in the second line, after the word "designation," the words "except persons merely employed as laborers or workmen and persons whose appointments are subject to confirmation by the Senate."

Rule III, section 2, clause (b), is amended by adding thereto the following words: "Who are employed in the Department of Justice under the annual appropriation for the investigation of official acts, records and accounts of officers of the courts."

Rule III, section 3, is amended to read as follows:

"3. The custom-house service shall include such officers and employes as have been, or may hereafter be, classified under the civil-service act who are serving in any customs district, whose officers and employes number as many as five. And whenever in any customs district whose officers and employes number less than five, the number of officers and employes shall be increased to as many as five, the Secretary of the Treasury shall at once notify the Commission of such increase, and the officers and employes of said district shall be included within the classified service from the date of said increase."

Rule III, section 6, is amended by inserting in the second line, after the word "employes," the following: "in any internal-revenue district;" and in the third line, after the word "act," by striking out the following: "in any internal-revenue district," so that as amended the section will read:

"6. The internal-revenue service shall include the officers and employees in any internal-revenue district who have been, or may hereafter be, classified under the civil service act."

Rule VI is amended, by adding in the departmental service an additional clause making exceptions from examination to read as follows:

"(c) Attorneys or assistant attorneys in any Department whose main duties are connected with the management of cases in court."

Amend Rule VI by striking out, after "internal-revenue service," the words "one cashier in each internal-revenue district" and inserting in lieu thereof:

"One employe in each internal-revenue district, who shall act as cashier or chief deputy or assistant collector, as may be determined by the Treasury Department."

Amend Rule VIII by striking out section 3.

Rule IX is amended by striking out, in the seventh line, the word "classified" and inserting in lieu thereof, after the word "position" in the same line, the following: "included within the classified service," so that as amended the line will read: "misconduct, been separated from a position included within the classified service at the."

Rule XI, section 2, is amended by striking out, in line one, the words "The details regulating" and inserting in their stead the words "Regulations to govern," so that as amended the section will read:

"2. Regulations to govern promotions shall be formulated by the Commission after consultation with the heads of the several departments, bureaus, and offices. It shall be the duty of the head of each Department, bureau, or office, when such regulations have been formulated, to promulgate the same, and any amendments or revocations thereof shall be approved by the Commission before going into effect."

Rule XI, section 3. The word "examiners," in line seven, is changed to "promotion," making the section read:

"3. The Commission shall, upon the nomination of the head of each department, bureau, or office, designate and select a suitable number of persons, not less than three, in said department, bureau, or office, to be members of a board of promotion. In the departments, bureaus, or offices in Washington, and in all other offices, the members of any board of promotion shall not all be adherents of one political party when persons of other political parties are available and competent to serve upon said board."

Approved, November 2, 1896.

GROVER CLEVELAND.

EXECUTIVE ORDER.

The regulations of the Navy Department governing the employment of labor at navy-yards having been adopted by the Civil Service Commission as a regulation of the Commission July 29, 1896, under the authority conferred by clause 1, Rule I, of the Revised Civil-Service Rules of May 6, 1896, it is hereby ordered that no modification of the existing regulations shall be made without the approval of the Civil Service Commission.

GROVER CLEVELAND.

EXECUTIVE MANSION, *November 2, 1896.*

AMENDMENTS TO CIVIL-SERVICE RULES.

Amend clause 2 (b) of Rule III by adding at the end thereof the following:

"And all officers and employees in the penitentiary service who are by law subject to classification."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *December 23, 1896.*

1897.

AMENDMENT TO CIVIL-SERVICE RULES.

Amend Rule VIII by striking out section 12 and substituting therefor the following:

"Whenever there are no names of eligibles upon a register for any grade in which a vacancy exists and the public interest requires that it must be filled before eligibles can be provided by the Commission, such vacancy may, subject to the approval of the Commission, be filled by appointment without examination and certification for such part of three months as will enable the Commission to provide eligibles. Such temporary appointment shall expire by limitation as soon as an eligible shall be provided, and no person shall serve longer than three months in any one year under such temporary appointment or appointments unless by special authority of the Commission previously obtained. Said year limitation shall commence from the date of such first appointment: *Provided*, That whenever an emergency shall arise requiring that a vacancy shall be filled before a certification can be issued and an appointment made thereto in the manner provided in these rules, such vacancy may be filled without regard to the provisions of these rules for such part of thirty days as may be required for the issuance of a certificate and the execution of the necessary details of an appointment thereto in accordance with said provisions. Such appointment shall in no case continue longer than thirty days."

Approved.

GROVER CLEVELAND.

EXECUTIVE MANSION, *January 2, 1897.*

Amend Rule V, section 4, prescribing age limitations for the classified service, by striking out the table after the tenth line and substituting therefor the following:

	Minimum.	Maximum.
Departmental service:		
Page, messenger boy, apprentice, or student.....	14	20
Printer's assistant and messenger.....	18	No limit.
Positions in the Railway Mail Service.....	18	35
Internes and hospital stewards in the Marine-Hospital Service, and acting second assistant engineer in the Revenue-Cutter Service.....	21	30
Cadet in the Revenue-Cutter Service, and aid in the Coast and Geodetic Survey.....	18	25
Surfmen in the Life-Saving Service.....	18	45
Superintendent, physician, supervisor, day-school inspector, and disciplinarian in the Indian service; inspector and assistant inspector of hulls, an inspector and an assistant inspector of boilers in the steam-boat-inspection service.....	25	55
All other positions.....	20	No limit.
(The age limitation shall not apply in the case of the wife of the superintendent of an Indian school who applies for examination for the position of teacher or matron.)		
Custom-House Service:		
All positions.....	20	No limit.
Post-Office Service:		
Letter carrier.....	21	40
All other positions.....	18	No limit.
Government Printing Service:		
All positions (male).....	21	No limit.
All positions (female).....	18	No limit.
Internal Revenue Service:		
All positions.....	21	No limit.

Approved.

EXECUTIVE MANSION, January 2, 1897.

GROVER CLEVELAND.

EXECUTIVE OFFICE,
Washington, D. C., January 12, 1897.

In accordance with the third clause of section 6 of the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883—

It is ordered, That the officers and employees in or under this office included within the provisions of the civil-service law and rules be, and they are hereby, arranged in the following classes:

CLASS A.—All persons receiving an annual salary of less than \$720, or a compensation at the rate of less than \$720 per annum.

CLASS B.—All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

CLASS C.—All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

CLASS D.—All persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

CLASS E.—All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

CLASS 1.—All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

CLASS 2.—All persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

CLASS 3.—All persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

CLASS 4.—All persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

CLASS 5.—All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more, but less than \$2,500 per annum.

CLASS 6.—All persons receiving an annual salary of \$2,500 or more, or a compensation at the rate of \$2,500 or more per annum.

It is provided, That this classification shall not include persons appointed to an office by and with the advice and consent of the Senate, nor persons employed as mere laborers or workmen; but all positions whose occupants are designated as laborers or workmen, and who were, prior to May 6, 1896, and are now, regularly

assigned to work of the same grade as that performed by classified employees, shall be included within this classification. Hereafter, no person who is appointed as a laborer or workmen, without examination under the civil-service rules, shall be assigned to work of the same grade as that performed by classified employees.

It is also ordered, That no person shall be admitted into any place not excepted from examination by the civil-service rules, in any of the classes above designated, until he shall have passed an appropriate examination prepared by the United States Civil Service Commission and his eligibility has been certified to this office by said Commission.

By direction of the President:

HENRY T. THURBER,
Private Secretary.

AMENDMENT TO CIVIL-SERVICE RULES.

Rule VI of the Civil-Service Rules is hereby amended by adding to the exceptions from examination in the departmental service a new clause to read as follows:

"(d) Assistant Secretary Smithsonian Institution, in charge of U. S. National Museum."

Approved, January 27, 1897.

GROVER CLEVELAND.

AMENDMENT TO CIVIL-SERVICE RULES.

SPECIAL RULE No. 1.

The appointment of a successor to the present incumbent of the position of Assistant Attorney-General for the Post-Office Department may be made without examination under the civil-service rules.

Approved.

WILLIAM MCKINLEY.

EXECUTIVE MANSION, *April 24, 1897.*

AMENDMENT TO CIVIL-SERVICE RULES.

SPECIAL RULE No. 2.

The appointment of a successor to the present incumbent of the position of law clerk for the Post-Office Department, who shall act for the Assistant Attorney-General in his absence, may be made without examination under the civil-service rules.

Approved.

WILLIAM MCKINLEY.

EXECUTIVE MANSION, *May 24, 1897.*

[Filed under 9 July, 1897.]

AMENDMENT TO CIVIL-SERVICE RULES.

Rule IX is hereby amended by inserting in the second proviso, after the word "person," where it occurs the second time, the words "or an army nurse of said war."

As amended the proviso will read:

"And provided further, That, subject to the other conditions of these rules, any person who served in the military or naval service of the United States in the late war of the rebellion and was honorably discharged therefrom, or widow of any such person, or an army nurse of said war, may be reinstated without regard to the length of time he or she has been separated from the service."

Approved.

WILLIAM MCKINLEY.

EXECUTIVE MANSION, *July 9, 1897.*

AMENDMENT TO CIVIL-SERVICE RULES.

Amend Rule III, section 3, by striking out all after the word "district," in the third line, so that, as amended, the section will read:

"3. The custom-house service shall include such officers and employees as have been, or may hereafter be, classified under the civil-service act, who are serving in any customs district."

Approved.

WILLIAM MCKINLEY.

EXECUTIVE MANSION, July 27, 1897.

AMENDMENT TO CIVIL-SERVICE RULES.

Amend Rule II by adding a new paragraph, to read as follows:

"(8) No removal shall be made from any position subject to competitive examination except for just cause and upon written charges filed with the head of the Department, or other appointing officer, and of which the accused shall have full notice and an opportunity to make defense."

Approved.

WILLIAM MCKINLEY.

EXECUTIVE MANSION, July 27, 1897.

AMENDMENTS TO CIVIL-SERVICE RULES.

Amend Rule VI by adding at the end of the third line, after the word "registration," the words "before the Commission except as herein prescribed."

In the same rule in the second line of clause (b), under the heading "Custom-house service," strike out the words "whose employes number as many as 150."

In the same rule add to the statement of positions excepted from the requirements of examination and registration in the custom-house service the following:

"(c) One principal deputy collector at each subport or station."

In the same rule, under the internal-revenue service, letter the present paragraph (a), and add new paragraphs as follows:

"(b) One deputy collector in each internal-revenue district where the number of employes in the office of the collector exceeds four."

"(c) One deputy collector in each stamp (or branch) office."

At the end of the rule add a new paragraph to read as follows:

"Appointments to the positions named in this rule in the custom-house service and in the internal-revenue service shall be subject to an examination to be prescribed by the Secretary of the Treasury, not disapproved by the Commission, equal to the examination held by the Commission for positions of like grade. Such examinations shall be conducted by the Commission in accordance with its regulations."

As amended the rule will read:

RULE VI.

The following-named employees or positions which have been or may hereafter be classified under the civil-service act shall be excepted from the requirements of examination or registration before the Commission except as herein prescribed.

"DEPARTMENTAL SERVICE.

"(a) Private secretaries or confidential clerks (not exceeding two) to the President or to the head of each of the eight Executive Departments.

"(b) Indians employed in the Indian service at large, except those employed as superintendents, teachers, teachers of industries, kindergartners, and physicians.

"(c) Attorneys or assistant attorneys in any department whose main duties are connected with the management of cases in court.

"CUSTOM-HOUSE SERVICE.

"(a) One cashier in each customs district.

"(b) One chief or principal deputy or assistant collector in each customs district.

"(c) One principal deputy collector at each subport or station.

"POST-OFFICE SERVICE.

"(a) One assistant postmaster or chief assistant to the postmaster, of whatever designation, at each post-office.

"(b) One cashier of each first-class post-office when employed under the roster title of cashier only.

"INTERNAL-REVENUE SERVICE.

"(a) One employee in each internal-revenue district, who shall act as cashier or chief deputy or assistant collector, as may be determined by the Treasury Department.

"(b) One deputy collector in each internal-revenue district where the number of employees in the office of the collector exceeds four.

"(c) One deputy collector in each stamp (or branch) office."

Appointments to the positions named in this rule in the custom-house service and in the internal-revenue service shall be subject to an examination to be prescribed by the Secretary of the Treasury, not disapproved by the Commission, equal to the examination held by the Commission for positions of like grade. Such examination shall be conducted by the Commission in accordance with its regulations.

Approved.

WILLIAM MCKINLEY.

EXECUTIVE MANSION, *July 27, 1897.*

U. S. CIVIL SERVICE COMMISSION.

ALPHABETICAL LIST

OF

ALL EXAMINATIONS HELD

SHOWING

THE NAME, SCOPE, AND RELATIVE WEIGHT
OF EACH SUBJECT.

• DECEMBER 10, 1897.

ABSTRACT CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
	<hr/> 100

ACTING ASSISTANT SURGEON, MARINE-HOSPITAL SERVICE.

Subjects.	Weights.
1. Letter-writing: Composition on a given subject.....	1
2. Anatomy and physiology.....	3
3. Chemistry, materia medica, and therapeutics.....	2
4. Theory and practice of medicine and general pathology.....	5
5. Surgery and surgical pathology.....	4
6. Bacteriology and hygiene.....	2
7. Obstetrics and gynecology.....	3

N. B.—Applicants must be graduates of reputable medical colleges.

ADJUSTERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
	<hr/> 100

ADJUSTERS AND REVIEWERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than 100 words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
	<hr/> 100

ADJUSTER OF SCALES, MINT AND ASSAY SERVICE.

Subjects.	Weights. (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithgraphic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
	<hr/> 100

EXAMINATION FOR AID, COAST AND GEODETIC SURVEY.

Subjects.	Weights (per cent).
1. Mathematics, including the elements of calculus and descriptive geometry to and including projections.....	25
2. Astronomy, including the determination of latitude, longitude, and azimuth, and the use of the telescope in field work.....	20
3. Physics, including the elements of optics, magnetism, etc.....	20
4. Surveying, including topography and the use of ordinary field instruments, and the calculation of results.....	15
5. Geography of the United States.....	10
6. Modern languages, including translations into English from any two European languages.....	10
	<hr/> 100

ANNEALER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
	<hr/> 100

APPRENTICE, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
	<hr/> 100

EXAMINATION FOR ARCHITECTURAL DRAFTSMAN (SUPERVISING ARCHITECT'S OFFICE.

Subjects.	Weights (per cent).
1. Letter writing	10
2. Arithmetic and elementary mathematics	10
3. Knowledge of building materials and construction	20
4. Architectural drawing and design	30
5. Free-hand drawing, ornament, and orthographic projection	20
6. Specifications	10
Total	100

Competitors must have had four years' practical experience as architectural draftsmen.

ASSISTANT ASSAYER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

ASSISTANT ATTORNEY, INTERIOR DEPARTMENT. (OFFICE OF ASSISTANT ATTORNEY-GENERAL.)

Subjects.	Weights (per cent).
1. General law (10 questions)	20
2. Public-land laws (30 questions, including homestead, mining, preemption, timber-culture, town-site, swamp-land, school-land, and railroad-grant laws)	60
3. Experience: Questions to call forth competitor's experience in the application and administration of public-land laws especially	20
Total	100

N. B.—The salaries of these positions range from \$2,000 to \$2,750, but the Department generally makes original appointment only to vacancies in the \$2,000 class, and fills those in the higher classes by promotion. The Department asks for lawyers not over 55 years of age, who have had (1) an actual practice of not less than five continuous years in the highest court of their State, and (2) an active practice of not less than five years (either during the same five years above required or otherwise), either before public-land tribunals or before the courts in a State where the application of public-land laws constitute a material part of the work—namely, Alabama, Arkansas, California, Colorado, Florida, Idaho, Kansas, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Washington, Wisconsin, Wyoming, Arizona, New Mexico, Oklahoma, and Utah. Service on the bench will be counted as practice in these requirements. No application for this examination can be accepted unless the applicant is shown to be possessed of these preliminary qualifications. Those who possess them and desire to compete in the examination should write to the United States Civil Service Commission, Washington, D. C., for the necessary blank forms of application and file their applications as early as possible, accompanied with satisfactory written evidence of the preliminary qualifications required.

ASSISTANT BOOKKEEPER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

ASSISTANT CHIEF, DIVISION OF SOILS, AGRICULTURAL DEPARTMENT.

Subjects.	Weights (per cent).
1. Plant physiology	15
2. Climatology	10
3. Soils	10
4. Crops, including production and marketing	10
5. Languages, German and French	5
6. Essay	50
Total	100

All applicants are required to submit to the Commission an original essay, either printed or in manuscript, consisting of not less than 5,000 words and containing a thorough treatment of the subject "Environment as affecting the yield, quality, and time of ripening of crops." Citations must be given of the authors referred to, together with a brief bibliography of the more important works pertaining to the subject. Applicants should submit any previously written or published original articles on this or other kindred subjects. In judging the essay, both the subject and literary style will be considered. Only those applicants who attain a satisfactory mark on the essay will be given the remainder of the examination, consisting of the first five of the above-named subjects.

ASSISTANT COINER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc., competitor required to make fair copy for signature	10
Total	100

ASSAYER'S COMPUTATION CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words, slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subjects; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

ASSISTANT CURATORS, MINT AND ASSAY SERVICE.

Subjects.	Weights. (per cent)
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photo-lithographic copy of rough-draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature	10
Total	100

ASSISTANT CUSTODIAN, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photo-lithographic copy of rough-draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature	10

ASSISTANT DAM TENDER, ENGINEER SERVICE.

Subjects.	Weight (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

EXAMINATION FOR ASSISTANTS, DEPARTMENT OF AGRICULTURE.

Examinations for assistant in the Department of Agriculture will consist of five parts, as stated below, and credits will be given on the following scale:

1. First-grade basis examination—	Relative weights.	
Orthography	1.5	
Arithmetic	2.5	
Letter-writing	2.5	
Penmanship	1.5	
Copying	2	
	<hr/>	10
2. General training and experience	5	
English composition	5	
	<hr/>	10
3. Major examination in special, scientific, or technical subject	50	
4. Minor examinations in two required subjects	20	
5. Minor examinations in additional electives	10	
Total weights	100	

Division A: (1) Chemistry, analytical, agricultural, and industrial; (2) Physics, especially as applied to meteorology and soil study; (3) Meteorology; (4) Botany, systematic; (5) Vegetable physiology and pathology; (6) Horticulture; (7) Bacteriology; (8) Forestry; (9) Zoology; (10) Ornithology and mammalogy; (11) Entomology, general and economic; (12) Physiology and nutrition of man; (13) Animal

pathology; (14) Animal production and dairying; (15) Rural engineering; (16) Practice of agriculture; (17) Statistics, especially of agricultural resources and productions; (18) * Physical geography of the United States; (19) * General physics; (20) * General chemistry. Division B: (21) Proof reading and indexing; (22) Editing and abstracting; (23) Library work; (24) * Bookkeeping; (25) * Stenography; (26) * Typewriting. Division C: (27) Latin, (28) French, (29) German, (30) Italian, (31) Spanish; translating and abstracting scientific articles in these languages.

Subjects marked with a * can be taken only as minors.

Two classes of examinations will be provided in each of the subjects (except those marked *) in A and B—a major examination for specialists, and a minor examination for those who take the subject as an adjunct to their specialty.

Applicants must select one of the major subjects in Division A or B as their specialty or major, the examination in which shall count 50.

In addition to the major special subject, applicants must be examined on two minor subjects chosen by themselves, one of which must be from Division A and one from Division C, provided that applicants for numbers 3, 6, 14, 15, 16, and 17 above may select the second minor from A or B, instead of C. Each of these subjects shall have a maximum value of 10.

Applicants who take vegetable physiology and pathology, horticulture, or forestry as a major subject will be required to take botany as one of the minor subjects; those who take statistics as a major will be required to take physical geography, and those who take meteorology will be required to take physics and physical geography as minors.

Applicants may select as many additional minors from Divisions A, B, or C as they choose; the maximum mark for one additional minor subject is 5; for two, 10; and not more than 10 for any number of electives.

Applicants may also take more than one of the major subjects.

Applicants shall submit a statement of their educational history and opportunities for scientific training and experience, on which they will be given a comparative mark on a basis of 5 as a maximum.

ASSISTANT DRAFTSMAN, BUREAU OF STEAM ENGINEERING, NAVY DEPARTMENT.

Subjects.	Weights.
1. Letter writing	
2. Mathematics (including arithmetic, plain geometry, algebra as far as equations of the first and second degree, and plain trigonometry).....	
3. Practical questions in steam engineering and drafting.....	

EXAMINATION FOR ASSISTANT DRAFTSMAN, BUREAU OF CONSTRUCTION AND REPAIR, NAVY DEPARTMENT.

Subjects.	Weights (per cent).
1. Letter writing	10
2. Arithmetic	10
3. Ship calculations	15
4. Applied mechanics	15
5. Practical shipbuilding	25
6. Ship drafting	25
Total	100

EXAMINATION FOR ASSISTANT ENGINEER (MARINE), LIGHT-HOUSE SERVICE.

Subjects.	Weights (per cent).
1. Spelling	5
2. Arithmetic	5
3. Letter writing	5
4. Penmanship	5
5. Copying from plain copy	5
6. Practical questions	25
7. Character as a workman	50
8. Experience	10
Total	100

This examination will be given for applicants for river tenders, lake tenders, or ocean and gulf tenders, the practical questions varying with the position.

ASSISTANT ENGINEERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words, to be written on given general topic, to test competitor's knowledge of simple English, composition, and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

ASSISTANT ENGINEER AT TESTING MACHINES, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

EXAMINATION FOR ASSISTANT EXAMINER, PATENT OFFICE.

Subjects.	Weights (per cent).
Physics.....	25
Technics	25
Mathematics and chemistry.....	25
Mechanical drawing	25
Total	100

ASSISTANT FOREMAN IN MELTING AND REFINING DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words, slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition, on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines, to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100
Experience in the work must be shown.	

ASSISTANT FOREMAN, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total	100

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ASSISTANT TO INSPECTOR OF ORDNANCE, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as a workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ASSISTANT MACHINIST, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ASSISTANT MEDALIST, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy or rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

EXAMINATION FOR ASSISTANT MELTER AND REFINER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

ASSISTANT MICROSCOPIST.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	12
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	12
3. Letter writing: Letter of not less than one hundred words, to be written on given general topic, to test competitor's knowledge of simple English composition and his general intelligence	12
4. Penmanship: Marked on legibility, neatness, and general appearance	12
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	12
6. Use of microscope: Elementary practical questions	40
Total	100

ASSISTANT MELTER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

ASSISTANT MILLWRIGHT, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ASSISTANT PIPER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ASSISTANT SMITH, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ASSISTANT STEAM ENGINEER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workmen is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

ASSISTANT SURVEYOR, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plain trigonometry, and mechanics—ten questions.....	12
3. Letter writing: Composition on given subject. Test in simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyors and engineers' instruments: Five questions in use of engineer's transit as such, and as instrument in stadia work, engineer's level and sextant	24
6. Hydrographic, topographic, and geodetic surveying.....	48
Total	100

EXAMINATION FOR ASSISTANT TELLERS, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Rigid tests of character and integrity are applied to all applicants.

Experience in similar duties considered an element of this examination.

ASSISTANT TOPOGRAPHER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Letter writing	4
2. Geography of the United States.....	8
3. Mathematics (including arithmetic, algebra to quadratics, plane geometry, and elements of trigonometry).....	16
4. Geographic projections.....	12
5. Elements of astronomy and geodesy, and theory and use of instruments.....	40
6. Topographic drawing and lettering.....	20
7. Free-hand drawing.....	10
8. Contour construction.....	10
Total	100

ASSISTANT TORPEDO STATION KEEPER, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

ASSISTANT WEIGH CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

ASSISTANT WEIGHER, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total.....	100

ASSISTANT WEIGHER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

ASSISTANT WEIGHERS IN ASSAYER'S DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15

Subjects.	Weights (per cent).
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature.....	10
Total	100
Experience in the work must be shown.	

ATTENDANT, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

ATTENDANT, GOVERNMENT HOSPITAL FOR THE INSANE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

All applicants for this position are required to file a physician's certificate of physical condition.

BAKER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total	100

BANK MESSENGER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

BARGE TENDER, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

BLACKSMITH, DEPARTMENTAL.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

BLACKSMITH, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weight as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total	100

BLACKSMITH, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

BLACKSMITH, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total	100

BLASTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total	100

BLUER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45, rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years a journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weight as follows:

	Per cent
Age	1
Character as workman	4
Experience	4
Physical qualifications	1
Total	10

EXAMINATION FOR BOARDING MASTER * (RECEIVING MORE THAN \$75 PER MONTH), ENGINEER DEPARTMENT SERVICE.

Subjects.	Weight (per cent)
1. Spelling: Twenty words slightly above average difficulty.....	1
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	2
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	2
4. Penmanship: Marked on legibility, neatness, and general appearance.....	1
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	1
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	1
Total	10

BOARDING-MASTER, RECEIVING \$75 PER MONTH OR LESS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years a journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age	1
Character as workman	4
Experience	4
Physical qualifications	1
Total	10

* No educational test required in similar positions paying lower salaries (4th grade).

BOATMAN, CUSTOMS SERVICE.

(With clerical ability.*)

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than 100 words to be written on given gen- eral topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in appli- cant's handwriting.....	20
Total.....	100

BOATMAN AND STEERSMAN RECEIVING \$900 PER ANNUM OR LESS,
ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answer in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman, 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

BOILER MAKER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

* In all cases in which the appointee is required to perform no duties of a clerical nature an educational test will not be given. The applicant will be graded on age, experience as a boatman, and physical condition. In many cases, however, the appointee is required to perform clerical duties, as as boarding master, make reports, etc.

BOILER TENDER, ORDNANCE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent; when presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

BOLT MAKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent; when presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

BOOKBINDER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	15
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	15
3. Letter-writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	15
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	15
	75
6. Experience.....	25
Total.....	100

No applicant for the position of compositor, pressman, bookbinder, stereotyper, or electrotyper will be admitted to examination unless it is shown that he has served five years in the particular trade in which he desires to be employed, three of which years he must have served as an apprentice, and at least one year as a journeyman. *The Commission reserves the right to have the statements of applicants and their*

vouchers verified whenever found necessary, and to require such additional evidence as may be deemed essential.

Each applicant for a position in the Government Printing Office must file with his application a detailed statement showing the office or offices in which he learned his trade, for whom and for how long he worked while an apprentice and while a journeyman, and the character of the work upon which he was engaged. This statement is intended to furnish to the appointing officer the complete trade history of the applicant, and it therefore should be made as complete and comprehensive as possible.

EXAMINATION FOR BOOKKEEPER, DEPARTMENTAL SERVICE.

Subjects.	Weights.
1. Spelling: Twenty words slightly above average difficulty.....	3
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	5
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	3
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	2
6. Copying from rough draft: Photo-lithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	2
	<hr/> 10
7. Bookkeeping, practical questions.....	10
Total.....	<hr/> 20

EXAMINATION FOR BOOKKEEPER, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	7.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	12.5
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	12.5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	7.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	5
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	5
	<hr/> 50
The above subjects constitute in weight one-half of the entire examination.	
7. Practical questions.....	50
Total.....	<hr/> 100

Rigid tests of character and integrity are applied to all applicants.
Experience in similar duties considered an element of this examination.

BOOKKEEPER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
	<hr/> 100
Total.....	<hr/> 100

BRICKLAYERS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defects gives rating of 100 per cent; when presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total	100

BROWNER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45, rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

BULLION SAMPLER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

CABINETMAKER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45, rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and its of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CADET—REVENUE-CUTTER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words above average difficulty	4
2. General geography	8
3. General history	8
4. Literature	4
5. Grammar, composition and rhetoric	8
6. Arithmetic, high grade	12
7. Algebra, high grade	12
8. Geometry	12
9. Trigonometry and elements of surveying	12
10. Physics	8
11. Chemistry	4
12. General information	4
13. Languages (one obligatory, the others optional), German, French, Spanish ..	4
Total	100

CALKER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CAPTAIN OF WATCH, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English, composition, and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

CARPENTER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CARPENTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blank and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CARPENTERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

CARPENTER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

CARRIER, POST-OFFICE SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	10
2. Arithmetic: Embraces only four fundamental rules common and decimal fractions.....	10
3. Letter-writing: Sample English composition on a specified general subject..	10
4. Penmanship: Legibility, uniformity, and neatness.....	10
5. Copying from plain copy: Seven or eight printed lines to be copied.....	10
6. Geography of United States: Location of States, large cities, United States only.....	25
7. Reading addresses: A practical exercise in reading 25 postal-cards addressed, counting speed and accuracy.....	25
	100

CASE HARDENER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman, 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

CASE MAKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CASHIER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

CASHIER'S CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

CEMENT FINISHER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated at 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CEMENT WORKER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CEMENT TESTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CHAIN MAN, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CHEMIST, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
2. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc. Competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

CHIEF CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

EXAMINATION FOR CHIEFS OF DIVISIONS, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc. Competitor required to make fair copy for signature	10
Total	100

Rigid tests of character and integrity are applied to all applicants.

Experience in similar duties considered an element of this examination.

CHIEF DOORKEEPER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc; competitor required to make fair copy for signature	10
Total	100

CHIEF ENGINEER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

CLASSIFIED LABORER, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

CLASSIFIED LABORERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter-writing: Simple English composition on a specified general subject ..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total.....	100

CLASSIFIED LABORERS, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

CLASSIFIED WORKMEN, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent.)
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter-writing: Simple English composition on a specified general subject..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total.....	100

CLEANER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

CLERKS, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	11.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	20.83
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	20.84
4. Penmanship: Marked on legibility, neatness, and general appearance.....	12.5
5. Copying from plain copy; about ten printed lines to be copied in competitor's handwriting.....	8.33
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature.....	8.34
7. Geography of the United States.....	16.66
Total.....	100

EXAMINATION FOR CLERK, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature.....	10
Total.....	100

CLERK EXAMINATION, ORDNANCE DEPARTMENT, DEPARTMENTAL SERVICE, PENSION AGENCIES, ETC.

Subjects.	Weight. (per cent).
1 Spelling: Twenty words slightly above average difficulty	15
2 Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3 Letter-writing: Composition on given subject; test in simple English and intelligence	25
4 Penmanship: Marked on legibility, neatness, and general appearance	15
5 Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6 Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature	10
Total	190

N. B.—This examination is now given for all positions formerly covered by the "copyist" examination, as well as for those covered by the "clerk" examination.

CLERKS, POST-OFFICE SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use	10
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions	10
3. Letter-writing: Simple English composition on a specified general subject ..	10
4. Penmanship: Legibility, uniformity, and neatness	10
5. Copying from plain copy; seven or eight printed lines to be copied	10
50	
6. Geography of United States: Location of States, large cities, United States only	25
7. Reading addresses: A practical exercise in reading 25 postal-card addresses, counting speed and accuracy	25
Total	100

EXAMINATION FOR CLERK, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Rigid tests of character and integrity are applied to all applicants.
Experience in similar duties considered an element of this examination.

CHEMIST, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

CHIEF COMPUTER, OFFICE SUPERVISING ARCHITECT OF THE TREASURY.

Before being permitted to enter the examination for the above position applicants must file with the Commission a complete and detailed statement (signed and sworn to) of their general training and education and business experience and qualifica-

tions. The statement may include certificates, testimonials, etc., that in any way corroborate the above statement.

On the filing of such written statement, in form and substance satisfactory to the Commission, applicants will be subjected to an examination consisting of the following subjects:

1. Practical tests in elementary mathematics.
2. Knowledge of building materials and construction.
3. Specifications, etc.
4. Thesis on some technical subject connected with building and architecture.

CHIEF ENGINEER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

CHIEF INSPECTOR, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

EXAMINATION FOR CHINESE INSPECTORS, TREASURY DEPARTMENT.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	7.5
2. Arithmetic: Fundamental rules, fractions, percentages, interest, discount, and analysis.....	12.5
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	12.5
4. Penmanship: Marked on legibility, neatness, and general appearance...	7.5
5. Copying from plain copy: About 10 printed lines to be copied in competitor's handwriting.....	5
6. Copying from rough draft: Photo-lithographic copy of rough draft letter, interlineations, erasures, etc., competitor required to make fair copy for signature.....	5
7. Practical questions.....	50
Total.....	100

CIVIL ENGINEER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

CLERK, INTERNAL-REVENUE SERVICE.

Subjects.	Relative weight (per cent).
1. Spelling: Twenty words, slightly above average difficulty.....	5
2. Arithmetic: Embracing problems in fundamental rules, fractions, percentages, interest and discount, and analysis, and elementary physics pertaining to gauging.....	60
3. Letter-writing: On a given subject, designed to test the competitor's knowledge of simple English composition and his general intelligence; letter to contain not less than 150 words.....	15
4. Penmanship: Determined by general appearance, neatness, legibility, and rapidity.....	10
5. Copying: Paragraph, spell, punctuate, etc., exactly as in copy, about 10 lines.....	10
Total.....	100

COACHMAN, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

EXAMINATION FOR COAL WEIGHER: ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

COMPOSITOR, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use	5
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions	5
3. Letter writing: Simple English composition on a specified general subject ..	5
4. Penmanship: Marked on legibility, uniformity, and neatness	5
5. Copying from plain copy: Seven or eight printed lines to be copied	5
6. Copying from rough draft	20
7. Correcting proof	15
8. Tabulating	10
9. Abbreviations	5
10. Experience and character as a workman	25
Total	100

COMPUTER, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—ten questions	12
3. Letter writing: Composition on given subject; test in simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyors and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level and sextant	24
6. Hydrographic, topographic, and geodetic surveying	48
Total	100

COMPUTER, NAUTICAL ALMANAC OFFICE, NAVY DEPARTMENT.

Subjects.	Weight (per cent)
1. Algebra.....	
2. Geometry.....	
3. Plane and spherical trigonometry.....	
4. Elements of differential and integral calculus.....	
5. Logarithms.....	
6. Spherical astronomy.....	
Total.....	1

NOTE.—Only males are eligible to the above position.

EXAMINATION FOR COMPUTER, SUPERVISING ARCHITECT'S OFFICE

Subjects.	Weight (per cent)
1. Letter-writing.....	
2. Arithmetic and elementary mathematics (including mensuration).....	
3. Knowledge of building materials and construction.....	
4. Specifications.....	
5. Computing quantities from drawings.....	
Total.....	1

CONCRETE FINISHER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age.....	
Character as workman.....	
Experience.....	
Physical qualifications.....	
Total.....	1

CONDUCTORS, MINT AND ASSAY SERVICE.

Subjects.	Weight (per cent)
1. Spelling: Twenty simple words in ordinary use.....	
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	
3. Letter-writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	
4. Penmanship: Marked on legibility, neatness, and general appearance.....	
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	
Total.....	1

CONSTRUCTING ENGINEER, ORDNANCE-DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

EXAMINATION FOR COPYIST, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

COPYIST, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

COUNTER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

COUNTERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

CRANESMAN, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

CUSTODIAN, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

CUTTER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

CUTTER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ELECTRICIAN OR WIREMAN, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	4
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	4
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	4
4. Penmanship: Marked on legibility, neatness, and general appearance.....	4
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	60
6. Practical questions pertaining to the position.....	20
7. Experience: Determined from statements in application and the accompanying vouchers.....	20
Total	100

ELECTRICIAN, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total	100

ELECTRICIAN, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total	100

ELECTROTYPE FINISHER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty simple words in ordinary use.....	10
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	10
3. Letter-writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	10

Subjects.	Weights (per cent).
4. Penmanship: Marked on legibility, neatness, and general appearance.....	10
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	10
	50
6. Correction of proof.....	50
Total	100

ELECTROTYPE MOLDER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	15
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	15
3. Letter writing: Letter of not less than 100 words to be written on given gen- eral topic, to test competitor's knowledge of simple English composition and general intelligence	15
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	15
	75
6. Experience.....	25
Total	100

No applicant for the position of compositor, pressman, bookbinder, stereotyper, or electrotypewriter will be admitted to examination unless it is shown that he has served five years in the particular trade in which he desires to be employed, three of which years he must have served as an apprentice, and at least one year as a journeyman. The Commission reserves the right to have the statements of applicants and their vouchers verified whenever found necessary, and to require such additional evidence as may be deemed essential.

Each applicant for a position in the Government Printing Office must file with his application a detailed statement showing the office or offices in which he learned his trade, for whom and for how long he worked while an apprentice and while a journeyman, and the character of the work upon which he was engaged. This statement is intended to furnish to the appointing officer the complete trade history of the applicant, and it therefore should be made as complete and comprehensive as possible.

ELEVATOR CONDUCTOR, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	16
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	16
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English com- position and general intelligence	16
4. Penmanship: Marked on legibility, neatness, and general appearance.....	16
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	16
6. Experience.....	20
Total	100

ELEVATOR CONDUCTOR, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent

additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

EMPLOYEES IN SWEEP CELLAR, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic; to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

ENGINEERS, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

ENGINEER OF STEAM VESSELS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

Applicants required to have license from Steamboat-Inspection Service.

ENGINEERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

ENGINEER OPERATING TESTING MACHINES, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the ordnance officials, applying directly to the duties to be performed.

ENGINEER (NOT CIVIL OR MECHANICAL), ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

ENGINEER, STEAM, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	5
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	5
3. Letter-writing: Letter of not less than 100 words to be written on given general topic; to test competitor's knowledge of simple English composition and general intelligence.....	5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	5
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	5
6. Practical questions pertaining to the duties of the position.....	50
7. Character as a workman; determined from statements in application and accompanying vouchers.....	10
8. Experience; determined from statements in application and accompanying vouchers.....	15
Total.....	100

Examinations for this position are in three grades; first, second, and third, and differ only in regard to the sixth subject, practical questions. They range from questions which would require a thorough knowledge of machinery, down to questions which would require only a knowledge of heating apparatus of a public building.

ENGINEMAN, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

ENGRAVERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (percent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

ENGRAVER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

DAM TENDER, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

DAY INSPECTOR, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	12.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	20.83
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	20.84
4. Penmanship: Marked on legibility, neatness, and general appearance.....	12.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	8.33
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	8.34
7. Geography of the United States.....	16.66
Tótal	100

DECORATOR, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total	100

DEPOSIT MELTER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

DEPUTY COLLECTOR, INTERNAL-REVENUE SERVICE.

Subjects.

	Relative weight (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	5
2. Arithmetic: Embracing problems in fundamental rules, fractions, percentage, interest and discount, and analysis, and elementary physics pertaining to gauging.....	60
3. Letter writing: On a given subject; designed to test the competitor's knowledge of simple English composition and his general intelligence; letter to contain not less than 150 words.....	15
4. Penmanship: Determined by general appearance, neatness, legibility, and rapidity.....	10
5. Copying: Paragraph, spell, punctuate, etc., exactly as in copy, about ten lines.....	10
Total	100

DEPUTY INSPECTOR AND MASTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience.....	40
Physical qualifications.....	10
Total	100

Applicants required to have license from Steamboat-Inspection Service.

DEPUTY INSPECTOR AND MATE, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience.....	40
Physical qualifications.....	10
Total	100

Applicants required to have license from Steamboat-Inspection Service.

DEPUTY INSPECTOR AND PILOT, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workmen is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

Applicants required to have license from Steamboat-Inspection Service.

DEPUTY OFFICER, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	12.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	20.83
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	20.84
4. Penmanship: Marked on legibility, neatness, and general appearance....	12.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	8.33
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	8.34
7. Geography of the United States.....	16.66
Total.....	100

DETECTIVES, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

DIE MAKERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

Experience in the work must be shown.

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DIE SINKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age	10
Character as workman	10
Experience	10
Physical qualifications	10
Total	100

DISCIPLINARIAN, INDIAN SERVICE.

Subjects.

Weight
(per cent)

1. Penmanship	10
2. Spelling and copying	10
3. School management and pedagogy	10
4. Elements of bookkeeping and commercial arithmetic	10
5. Geometry	10
6. Geography	10
7. Natural history	10
8. History and Government of the United States	10
9. Industrial economics	10
10. American literature	10
11. Physiology and hygiene	10
Total	100

DRAFTSMAN, BUREAU OF CONSTRUCTION AND REPAIR, NAVY DEPARTMENT.

Subjects.

Weight
(per cent)

1. Letter writing	10
2. Applied mechanics	10
3. Ship calculations	10
4. Practical shipbuilding	10
5. Ship-drafting	10
Total	100

DRAFTSMAN, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance official applying directly to the duties to be performed.

DREDGE RUNNER, TO INCLUDE ENGINEER FOR DREDGING, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as

neyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

FARMER, INDIAN SERVICE.

Subjects.	Weights (per cent).
1. Penmanship	10
2. Spelling and copying	10
3. Farm economy	30
4. Keeping accounts	10
5. Practical questions in farming	40
Total	100

FARRIER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent; when presence of defect which may impair efficiency as workmen is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

FEEDER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	15
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	15
3. Letter writing: Letter of not less than one hundred words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	15
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	15
6. Experience	75
Total	25
Total	100

No applicant for the position of compositor, pressman, bookbinder, stereotyper, or *electrotypist* will be admitted to examination unless it is shown that he has served five years in the particular trade in which he desires to be employed, three of which

years he must have served as an apprentice, and at least one year as a journeyman. The commission reserves the right to have the statements of applicants and their vouchers verified whenever found necessary, and to require such additional evidence as may be deemed essential.

Each applicant for a position in the Government Printing Office must file with his application a detailed statement showing the office or offices in which he learned his trade, for whom and for how long he worked while an apprentice and while a journeyman, and the character of the work upon which he was engaged. This statement is intended to furnish to the appointing officer the complete trade history of the applicant, and it therefore should be made as complete and comprehensive as possible.

FILE CUTTER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent; when presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

FILER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

FINE GOLD MELTER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic; to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

FIREMEN, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	5
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	5
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	5
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	5
6. Practical questions pertaining to the duties of the position.....	50
7. Character as a workman, determined from statements in application and accompanying vouchers.....	10
8. Experience as a workman, determined from statements in application and accompanying vouchers.....	15
Total.....	100

FIREMAN, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than 100 words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

FIREMAN, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman, 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent, When presence of defect which may impair efficiency as workman is shown. proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

FIRST ASSISTANT ASSAYER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15

Subjects.	Weights (per cent).
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

EXAMINATION FOR FISH CULTURIST, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	3
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	5
4. Penmanship: Marked on legibility, neatness, and general appearance	3
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	2
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	2
The above subjects constitute in weight one-fifth of the entire examination.	20
7. Geography: Rivers, lakes, etc., United States only	20
8. Fish culture	60
Total	100

FOLDER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter-writing: Letter of not less than one hundred words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

FORAGE MASTER, ORDNANCE DEPARTMENT.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

FOREMAN, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

FOREMAN IN ACID ROOM, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	20
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	20
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	20
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc. Competitor required to make fair copy for signature.....	20

FOREWOMAN OF ADJUSTERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

FOREMAN IN ASSAYER'S DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

• FOREMAN OF CARPENTERS, MINT AND ASSAY SERVICE.

	Subjects.	Weights (per cent).
1.	Spelling: Twenty words slightly above average difficulty	15
2.	Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3.	Letter writing: Composition on given subject; test in simple English and general intelligence	25
4.	Penmanship: Marked on legibility, neatness, and general appearance	15
5.	Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6.	Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
	Total	100

FOREMAN OF CLEANERS, MINT AND ASSAY SERVICE.

	Subjects.	Weights (per cent).
1.	Spelling: Twenty words slightly above average difficulty	15
2.	Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3.	Letter writing: Composition on given subject; test in simple English and general intelligence	25
4.	Penmanship: Marked on legibility, neatness, and general appearance	15
5.	Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6.	Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature	10
	Total	100

FOREMAN OF COINING ROOM, MINT AND ASSAY SERVICE.

	Subjects.	Weights (per cent).
1.	Spelling: Twenty words slightly above average difficulty	15
2.	Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3.	Letter writing: Composition on given subject; test in simple English and general intelligence	25
4.	Penmanship: Marked on legibility, neatness, and general appearance	15
5.	Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6.	Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
	Total	100

FOREMAN OF DEPOSIT MELTING, MINT AND ASSAY SERVICE.

	Subjects.	Weights (per cent).
1.	Spelling: Twenty words slightly above average difficulty	15
2.	Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3.	Letter writing: Composition on given subject; test in simple English and general intelligence	25
4.	Penmanship: Marked on legibility, neatness, and general appearance	15
5.	Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6.	Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
	Total	100

Experience in the work must be shown.

FOREMAN OF DEPOSIT MELTER'S ROOM, MINT AND ASSAY OFFICE.

Subjects.	Weights (per cent.)
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature	10
Total	100

FOREMAN OF LABORATORY, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent.)
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

FOREMAN OF LABORERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent.)
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter-writing: Simple English composition on a specified general subject ..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total	100

FOREMAN OF MACHINISTS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent.)
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

FOREMAN OF MACHINE SHOP, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

FOREMAN IN MELTING AND REFINING DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

FOREMAN OF ROLLING ROOM, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

FOREMAN, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

FORT KEEPER, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

EXAMINATION FOR FUR-SEAL ISLAND AGENTS, TREASURY DEPARTMENT.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	7.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	12.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	12.5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	7.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	5
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc., competitor required to make fair copy for signature	5
	50
7. Practical questions.....	50
Total	100

GARDENER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

GAS FITTER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

GATE KEEPER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total.....	100

GATHERER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter-writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

GAUGER, INTERNAL-REVENUE SERVICE.

Subjects.	Relative weight (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	5
2. Arithmetic: Embracing problems in fundamental rules, fractions, percentage, interest and discount, and analysis; and elementary physics pertaining to gauging.....	60
3. Letter writing: On a given subject, designed to test the competitor's knowledge of simple English composition and his general intelligence. Letter to contain not less than 150 words.....	15
4. Penmanship: Determined by general appearance, neatness, legibility, and rapidity.....	10
5. Copying: Paragraph, spell, punctuate, etc., exactly as in copy; about 10 lines.....	10
Total.....	100

GENERAL MECHANIC, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman, 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

GOLD BOILER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

GOLD MELTER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

GAUGE MAKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

GAUGE READER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

GUARD, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45, rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications	10
Total	100

HELPER TO CARPENTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

HELPER TO MACHINIST, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

HOSPITAL STEWARD, MARINE-HOSPITAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling	5
2. Arithmetic	5
3. Penmanship	5
4. Letter writing	5
5. Elements of bookkeeping and accounts	5
6. Chemistry	25
7. Pharmacy	25
8. Materia medica	25
Total	100

NOTE.—Applicants must be graduates in pharmacy.

HOSTLER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workmen is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workmen	40
Experience	40
Physical qualifications	10
Total	100

HYDROGRAPHER, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—ten questions	12
3. Letter writing: Composition on given subject; test in simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyors and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level and sextant	24
6. Hydrographic, topographic, and geodetic surveying	48
Total	100

LABORATORY HELPER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

LABORER, CLASSIFIED, GOVERNMENT HOSPITAL FOR THE INSANE.

No examination of any kind is given for this position. Applicants are registered in the order of filing their applications. There are only two positions treated in this manner: The position above named and that of pupil nurse at Freedman's Hospital.

LAUNDRESS, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

LAW CLERK.

1. Spelling: Twenty words slightly above average difficulty.
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.
3. Letter writing: Composition on given subject; test in simple English and general intelligence.
4. Penmanship: Marked on general appearance, legibility, and neatness.
5. Copying: Copying by competitor of 10 printed lines.
6. Copying from rough draft: Photographic copy of rough-draft letter, interlinations, erasures, etc.; competitor required to make fair copy for signature. Weight for the above 6 subjects..... per cent.. :
7. Law: This subject will consist of 40 questions upon different features in nearly the entire field of law, with the exception of technical rules of practice and statutory law not common to all States. In difficulty it will be about equal to an average examination for admission to the bar...per cent..

LEADSMAN RECEIVING \$600 PER ANNUM OR LESS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age.....
Character as workman
Experience
Physical qualifications
Total	100

LEATHER WORKER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age.....
Character as workman
Experience
Physical qualifications
Total	100

LEVEL MAN, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—ten questions.....	12
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately.....	8
5. Use, care, and adjustment of surveyors and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level, and sextant.....	24
6. Hydrographic, topographic, and geodetic surveying.....	48
Total.....	100

LIGHT KEEPER, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

LOCAL INSPECTOR OF HULLS, STEAMBOAT-INSPECTION SERVICE.

Local inspector of hulls.—For seaboard ports an applicant must have had at least five years' actual practical experience as master or chief mate of seagoing steam vessels within the seven years next preceding the date of application; for inland ports an applicant must have had at least five years' actual practical experience as master or first-class pilot of steam vessels on inland waters. In either case the experience must have been under United States license of the highest grade granted upon the waters on which the applicant has been so employed. The fact that he has been so licensed must be of record in the Treasury Department. An applicant must be free from the defect of color blindness. (See sec. 157.)

SUBJECTS OF EXAMINATIONS.

(Steamboat-Inspection Service.)

Local inspector and assistant inspector of hulls.—1. *Letter writing*, weight, 10 per cent. 2. *Arithmetic*, weight, 10 per cent; this subject will consist of problems in common and decimal fractions, mensuration, and square root. 3. *Hull construction*, weight, 20 per cent; this subject will comprise questions relating to the construction and strength of wood and iron hulls of vessels and a description of various parts and methods of joining the same. 4. *Pilot rules and inland navigation*, weight, 20 per cent when the subject of sea navigation is not taken, and 10 per cent when that subject is taken; this subject will comprise questions on the pilot rules of the Board of Supervising Inspectors of Steam Vessels and inland navigation. 5. *Lifeboats and life rafts*, weight, 10 per cent; this subject will comprise questions relating to the capacity of lifeboats and life rafts. 6. *Experience*, weight, 30 per cent. 7. *Sea navigation*, weight, 10 per cent; this subject will include practical questions relating to sea navigation. Each competitor should bring to the examination a copy of Bowditch's Navigator, to be used only on the second sheet of this subject. The time allowed for this examination without the subject of sea navigation is two days—seven hours the first day and one and one-half hours the second. The time allowed for this examination with the subject of sea navigation is two days—seven hours the first day and four hours the second.

The subject of sea navigation will be required only at the following-named ports: San Francisco, Cal.; Seattle, Wash.; Portland, Oreg.; Boston, Mass.; Philadelphia, Pa.; Baltimore, Md.; Norfolk, Va.; Charleston, S. C.; Savannah, Ga.; Jacksonville, Fla.; New Orleans, La.; Galveston, Tex.; Mobile, Ala., and Apalachicola, Fla.

LOCAL INSPECTOR OF BOILERS, STEAMBOAT-INSPECTION SERVICE.

Subjects.	Weights (per cent).
1. Letter writing	10
2. Arithmetic	10
3. Hull construction	20
4. Pilot rules and inland navigation	10
5. Lifeboats and life rafts	10
6. Experience	30
7. Sea navigation	10
Total	100

NOTE.—The competitor may, at his option, omit subject 7, "Sea navigation," in which case the fourth subject, "Pilot rules and regulations," will be given a weight of 20 per cent instead of 10 per cent.

Applicants for the above position must have had at least five years' actual practical experience as first-class engineers of steam vessels within the seven years next preceding the date of application, under United States license of the highest grade granted on the waters upon which they have been so employed. The fact that an applicant has been so licensed must be of record in the Treasury Department.

An applicant must also be physically able to enter a boiler through a manhole 9 by 15 inches, as required by Rule 11, section 21, Rules and Regulations Board Super-
vising Inspectors of Steam Vessels.

LOCK AND BRIDGE TENDER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year as journeyman. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

LOCKMASTER, RECEIVING \$720 PER ANNUM OR LESS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journey-

man; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total	100

LOCKSMITH, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as workmen, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

LOCOMOTIVE ENGINEER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

KEEPER, LIGHT-HOUSE SERVICE.

This examination will consist of practical questions relative to the duties of light-house keepers, and, in addition, applicants will be graded on experience.

KINDERGARTEN TEACHER EXAMINATION.

Subjects.	Relative weights (per cent).
1. Penmanship.....	1
2. Spelling.....	1
3. Pedagogy.....	2
4. Arithmetic.....	1
5. Geometry.....	2
6. Geography.....	1
7. Natural history.....	1
8. Drawing.....	2
9. Physiology and hygiene.....	1
10. Use of kindergarten materials.....	2
11. Songs, games, and stories.....	2
12. Psychology of childhood.....	2
	<hr/> 20

(See section 132.)

Grammar is not one of the subjects, but will be considered in marking all the topical tests of this examination.

Two days of five consecutive hours each are allowed for this examination. The first seven subjects, concluding with natural history, will be given on the first day and the remaining subjects on the second day.

No specimen questions can be furnished.

All the subjects of this examination except the tenth, eleventh, and twelfth are substantially the same as the corresponding subjects of the teacher examination except that in the fourth and fifth subjects topical tests only will be given.

(b) TENTH SUBJECT.—*Use of kindergarten materials.*

The competitor will be supplied with suitable kindergarten materials and require to use them as in kindergarten work, in accordance with specific instructions. This test is intended to determine actual skill and familiarity with the materials used in kindergarten work.

(c) ELEVENTH SUBJECT.—*Songs, games, and stories.*

The competitor is required to write an essay of not less than 200 words on a topic relating to the use of suitable songs, games, and stories for kindergarten work. This test is intended to determine actual familiarity with and ability to use kindergarten songs, games, and stories.

(d) TWELFTH SUBJECT.—*Psychology of childhood.*

The competitor is required to write an essay of not less than 150 words on some subject relative to the growth, development, etc., of the mental faculties of children.

KNIFE GRINDER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportional reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age.....
Character as workman.....
Experience.....
Physical qualifications.....
Total.....	<hr/> 100

JANITOR, CUSTOMS SERVICE, CUSTODIAN SERVICE, AND MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of every-day use of simplest grade.....	20
2. Arithmetic: Embracing simple tests in addition, subtraction, multiplication, and United States money.....	20
3. Letter writing: On a given subject, of not less than 150 words, to determine the competitor's knowledge of simple English composition and his general intelligence.....	20
4. Penmanship: Determined by legibility, rapidity, neatness, etc.....	20
5. Copying: To paragraph, punctuate, spell, capitalize, etc., exactly as in a copy of about seven lines.....	20
Total.....	100

JANITOR, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

JANITOR, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject...	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total.....	100

JANITOR, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

JUNIOR ARCHITECTURAL DRAFTSMAN.

Subjects.	Weights (per cent).
1. Letter writing: On a given subject, to determine the competitor's knowledge of simple English composition and his general intelligence.....	10
2. Arithmetic and elementary physics.....	10
3. Knowledge of building materials and construction.....	20
4. Free-hand drawing and orthographic projection.....	20
5. Architectural drawing.....	40
Total.....	100

IMMIGRANT INSPECTOR, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty.....	5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	5
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	5
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	5
	<hr/> 2
The above subjects are given a weight of three-tenths of the entire examination, or.....	3
7. Practical questions relative to the duties of the position.....	7
Total.....	<hr/> 10

Generally an important part of the practical questions consists of some moderate language. In the last examination held a test in Scandinavian languages was given.

INDUSTRIAL TEACHER, INDIAN SERVICE.

Subjects.	Weight (per cent)
1. Penmanship.....	5
2. Spelling and copying.....	5
3. Farm economy.....	5
4. Keeping accounts.....	5
5. Practical questions in farming.....	5
Total.....	<hr/> 1

INSPECTRESS, CUSTOMS SERVICE.

Subjects.	Weight (per cent)
1. Spelling: Twenty simple words in ordinary use.....	5
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	5
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	5
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	5
Total.....	<hr/> 1

INSPECTOR, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weight (per cent)
1. Spelling: Twenty words slightly above average difficulty.....	5
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—ten questions.....	5
3. Letter-writing: Composition on given subject, to test applicant's knowledge of simple English and general intelligence.....	5
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately.....	5
5. Use, care, and adjustment of surveyors and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level and sextant.....	5
6. Knowledge of materials and theory and practice of construction.....	5
Total.....	<hr/> 1

INSPECTOR, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

INSPECTOR, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

EXAMINATION FOR INSPECTORS ON THE PANAMA, TREASURY DEPARTMENT.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	7.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	12.5
3. Letter writing: Composition on given subject, test in simple English, and general intelligence	12.5
4. Penmanship: Marked on legibility, neatness, and general appearance	7.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	5
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	5
	50
7. Practical questions	50
Total	100

INSTRUMENT MAKER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the ordnance officials, applying directly to the duties to be performed.

INSTRUMENT MEN RECEIVING \$900 OR LESS PER ANNUM, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	1
Character as workman	4
Experience	4
Physical qualifications	1
Total	10

INTERNE, MARINE-HOSPITAL SERVICE.

Subjects.	Weights (per cent)
1. Letter writing: On a given subject of not less than one hundred and fifty words, to test the competitor's knowledge of simple English composition and his general intelligence	5
2. Anatomy and physiology	15
3. Chemistry, materia medica, and therapeutics	10
4. Theory and practice of medicine and general pathology	25
5. Surgery and surgical pathology	20
6. Bacteriology and hygiene	10
7. Obstetrics and gynecology	15
Total	100

MACHINIST—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MACHINIST, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MACHINIST, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

MACHINIST, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45, rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MANUAL-TRAINING TEACHER, INDIAN SERVICE.

Subjects.	Weights (per cent).
1. Penmanship.....	5
2. Spelling and copying.....	5
3. Methods of manual training.....	10
4. Arithmetic.....	10
5. Geometry.....	10
6. Geography.....	5
7. Industrial economy.....	10
8. Mechanical or industrial drawing (one optional).....	15
9. Free-hand drawing.....	15
10. Physics.....	15
Total	100

MAP PRINTER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	4
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	4
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	4
4. Penmanship: Marked on legibility, neatness, and general appearance.....	4
5. Copying from plain copy: Four or five printed lines to be copied in appli- cant's handwriting.....	4
6. Practical questions pertaining to the duties of the position.....	40
7. Experience, determined from statements in the application and accompanying vouchers.....	40
Total.....	100

Examination given only as vacancies occur.

MARINE ENGINEER, MARINE-HOSPITAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	2
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	2
3. Letter writing: Letter of not less than 100 words, to be written on given gen- eral topic, to test competitor's knowledge of simple English composition and general intelligence.....	2
4. Penmanship: Marked on legibility, neatness, and general appearance.....	2
5. Copying from plain copy: Four or five printed lines to be copied in appli- cant's handwriting.....	2
6. Practical questions.....	2
Total.....	100

Applicants for the position of engineer on quarantine duty must have a license from the United States local inspector of steam vessels or present other satisfactory evidence of capacity. They must be qualified to take charge of engines of quarantine boats and naphtha launches, and must also understand the management of stationary engines and boilers.

Applicants for the position of engineer at a marine hospital must furnish satisfactory evidence that they are competent machinists, be able to make repairs to gas and steam pipes, etc., and must also have some knowledge of electric lighting.

MASON—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

MASON, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent.

When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MASON, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blank and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent.

When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MASTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent.

When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

Applicants required to have license from Steamboat-Inspection Service.

MASTER BRICKLAYER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MASTER CARRIAGE MAKER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

MASTER CARPENTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MASTER CARPENTER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

MASTER, LIGHT-HOUSE SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	3.75
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	6.25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	6.25
4. Penmanship: Marked on legibility, neatness, and general appearance.	3.75

Subjects.	Weights. (per cent)
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	2.5
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.—competitor required to make fair copy for signature	2.5
	25
7. Practical questions.....	50
8. Character as workman, as shown by application blank and vouchers..	10
9. Experience, as shown by application blank and vouchers.....	15
	75
Total.....	100

This examination is given for applicants for river tenders, lake tenders, or ocean and gulf tenders, and applicants must specify in their applications for which of these positions they wish to be examined. The subjects and weights are the same for all these positions, but the practical questions differ.

MASTER MACHINIST, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

MASTER PAINTER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

MASTER QUARRYMAN, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

MASTER LABORER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MASTER MASON, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character of workman	40
Experience	40
Physical qualifications	10
Total	100

MASTER MECHANIC, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials applying directly to the duties to be performed.

MASTER MECHANIC, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MASTER STONECUTTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman, 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

MASTER WEAVER OF MATS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

MASTER WORKMAN, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions to be prepared on consultation with the ordnance officials, applying directly to the duties to be performed.

MATE, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman, 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total	100

Applicants required to have license from Steamboat-Inspection Service.

MATRON, INDIAN SERVICE.

Subjects.	Weights (per cent).
1. Penmanship.....	10
2. Spelling and copying.....	10
3. Domestic economy.....	30
4. Keeping accounts.....	20
5. Nursery management.....	30
Total	100

MEAT INSPECTOR, DEPARTMENT OF AGRICULTURE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	4
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	4
3. Letter writing: Simple English composition on a specified general subject ..	4
4. Penmanship: Marked on legibility, uniformity, and neatness.....	4
5. Copying from plain copy: Seven or eight printed lines to be copied.....	4
6. Veterinary anatomy and physiology.....	20
7. Veterinary pathology.....	10
8. Meat inspection.....	30
Total	100

NOTE.—Applicants for this examination must be graduates of veterinary colleges.

MECHANIC, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total	100

MECHANICAL DRAFTSMAN, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Arithmetic.....	15
2. Letter writing.....	10
3. Shading, and shade and section lines.....	35
4. Mechanical drafting.....	40
Total	100

MECHANICAL ENGINEER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the Ordnance officials, applying directly to the duties to be performed.

MEDAL CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

MEDALIST, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

MELTER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

MELTERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20

Subjects.	Weights (per cent).
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

MESSENGER, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total.....	100

MESSENGER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic; to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

MESSENGER, INTERNAL-REVENUE SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	60
2. Arithmetic: Embracing problems in fundamental rules, fractions, percentage, interest and discount, and analysis, and elementary physics pertaining to gauging.....	15
3. Letter writing: On a given subject, designed to test the competitor's knowledge of simple English composition and his general intelligence; letter to contain not less than 150 words.....	10
4. Penmanship: Determined by general appearance, neatness, legibility, and rapidity.....	10
5. Copying: Paragraph, spell, punctuate, etc., exactly as in copy; about ten lines.....	10
Total.....	100

TINNER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

TINSMITH, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent.

When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

TOOL GRINDER, ORDNANCE DEPARTMENT.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives a rating of 100 per cent.

When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

TOOL MAKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent; when presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

TOPOGRAPHER, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent.)
1. Spelling: Twenty words slightly above average difficulty.....	
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—ten questions.....	
3. Letter-writing: Composition on given subject, test in simple English and general intelligence.....	
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately.....	
5. Use, care, and adjustment of surveyors and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level, and sextant.....	
6. Hydrographic, topographic, and geodetic surveying.....	
Total	100

TOPOGRAPHIC DRAFTSMAN, COAST SURVEY AND HYDROGRAPHIC OFFICE.

Subjects.	Weights (per cent.)
1. Letter writing.....	
2. Geography of the United States.....	
3. Mathematics (including arithmetic, algebra to quadratics, plane geometry, and elements of trigonometry).....	1
3. Geographic projections.....	1
	4
5. Topographic drawing and lettering.....	6
Total	100

TOPOGRAPHIC DRAFTSMAN, GENERAL LAND OFFICE.

Subjects.	Weights (per cent.)
1. Letter writing.....	6
2. Geography of the United States.....	12
3. Mathematics (including arithmetic, algebra to quadratics, plane geometry, and elements of trigonometry).....	24
4. Geographic projections.....	18
5. Topographic drawing and lettering.....	30
6. Plotting and computation of areas.....	10
Total	100

TOPOGRAPHIC DRAFTSMAN, GEOLOGICAL SURVEY.

Subjects.	Weights (per cent.)
1. Letter writing.....	5
2. Geography of the United States.....	10
3. Mathematics (including arithmetic, algebra to quadratics, plane geometry, and elements of trigonometry).....	20
4. Geographic projections.....	15
	50
5. Topographic drawing and lettering.....	40
6. Free-hand drawing.....	10
Total	100

TORPEDO-STATION KEEPER, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of one hundred words to be written on given general topic; to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

TRACER, BUREAU OF CONSTRUCTION AND REPAIRS, NAVY DEPARTMENT

Subjects.	Weights (per cent).
1. Penmanship.....	5
2. Letter writing.....	5
3. Arithmetic.....	10
4. Tracing ship drawings.....	65
5. Free-hand lettering.....	15
Total	100

TRACKMAN, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

TRANSFERRER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total.....	100

TRANSIT MAN, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics (10 questions)	2
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyor's and engineer's instruments: Five questions on use of engineer's transit as such, and as instrument in stadia work, engineer's level, and sextant.....	4
6. Hydrographic, topographic, and geodetic surveying.....	8
Total	100

EXAMINATION FOR TYPEWRITING, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	4
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	7
4. Penmanship: Marked on legibility, neatness, and general appearance.....	4
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	3
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
	30
The above subjects constitute in weight three-tenths of the entire examination.	
7. Tabulating	10
8. Copying and spacing.....	30
9. Writing from dictation.....	30
Total	100

VALVE TENDER, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

VITRIOLER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent.

When presence of defect which may impair efficiency as workman is shown, proportionate reductions from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

WARRANT CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

WATCHMAN, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines, to be copied in applicant's handwriting.....	20
Total.....	100

WATCHMAN, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words, to be written on given general topic to test competitor's knowledge of simple English, composition, and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

WATCHMAN, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age	
Character of workman	
Experience	
Physical qualifications	
Total	1

WATCHMAN, MINT AND ASSAY SERVICE.

Subjects.	Weight (per cent)
1. Spelling: Twenty words of average difficulty in common use	
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions	
3. Letter-writing: Simple English composition on a specified general subject ..	
4. Penmanship: Marked on legibility, uniformity, and neatness	
5. Copying from plain copy: Seven or eight printed lines to be copied	
Total	1

WATCHMAN, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, a physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, a habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age	
Character as workman	
Experience	
Physical qualifications	
Total	1

WATCHMEN, SUBTREASURY SERVICE.

Subjects.	Weight (per cent)
1. Spelling: Twenty simple words in ordinary use	
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	
4. Penmanship: Marked on legibility, neatness, and general appearance	
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	
Total	1

WEIGH CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; to test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

WEIGHER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

WEIGHERS IN ASSAYER'S DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

Experience in the work must be shown.

WHEELMAN, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total	100

WHEELWRIGHT—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
.....	100

WHEELWRIGHT, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

HALL MEN, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
Spelling: Twenty simple words in ordinary use.....	20
Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	
Letter writing: Letter of not less than 100 words to be written on given gen- eral topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
Penmanship: Marked on legibility, neatness, and general appearance.....	20
Copying from plain copy: Four or five printed lines to be copied in appli- cant's handwriting.....	20
Total.....	100

HAMMERMAN, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and bits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

HARDENER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and bits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

HARNESS MAKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

HEATER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

EXAMINATION FOR HEATING AND VENTILATING DRAFTSMAN, SUPER-VISING ARCHITECT'S OFFICE.

Subjects.	Weights (per cent)
1. Letter writing	10
2. Arithmetic and elementary mathematics	10
3. Practical questions in heating and ventilating	40
4. Drawing and design.....	40
Total	100

Competitors must have had two years' experience as heating and ventilating draftsmen.

HELPER IN ASSAYER'S DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

HELPER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

HELPER IN COINER'S DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty, in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied	20
Total	100

HELPERS IN MELTING AND REFINING DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject ..	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied	20
Total	100

HELPER TO BLACKSMITH, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total	100

HELPER TO CALKER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

EXAMINATION FOR STATE DEPARTMENT CLERK, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	7.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	12.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	12.5
4. Penmanship: Marked on legibility, neatness, and general appearance	7.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	5
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	5
Total	50

The above subjects constitute in weight one-half of the entire examination.

7. Geography and history	10
8. International law and diplomatic history	20
9. Law (government)	20
Total	100

EXAMINATION FOR STATION SUPERINTENDENT, FISH COMMISSION.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	3
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	5
4. Penmanship: Marked on legibility, neatness, and general appearance	3
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	2
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	2
Total	20

The above subjects constitute in weight one-fifth of the entire examination.

7. Geography	20
8. Fish-culture	60
Total	100

STATISTICAL CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

EXAMINATION FOR STATISTICAL FIELD AGENT, FISH COMMISSION.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	7.5
4. Penmanship: Marked on legibility, neatness, and general appearance	4.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	3
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
	30
The above subjects constitute in weight three-tenths of the entire examination.	
7. Compilation of statistics	30
8. Commercial fisheries	40
Total	100

STEAM AND GAS FITTER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

STEAM ENGINEER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

STEAM ENGINEER AND MACHINIST, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

STEAM FITTER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

STEAM-HAMMER DRIVER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

EXAMINATION FOR STENOGRAPHY, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
Spelling: Twenty words slightly above average difficulty	4.5
Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7.5
Letter writing: Composition on given subject; test in simple English and general intelligence	7.5
Penmanship: Marked on legibility, neatness, and general appearance	4.5
Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	3
Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
	30
The above subjects constitute in weight three-tenths of the entire examination.	
Stenography	70
Total	100

STEREOTYPER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
Spelling: Twenty simple words in ordinary use	15
Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	15
Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	15
Penmanship: Marked on legibility, neatness, and general appearance	15
Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	15
	75
Experience	25
Total	100

No applicant for the position of compositor, pressman, bookbinder, stereotyper, electrotypist will be admitted to examination unless it is shown that he has served five years in the particular trade in which he desires to be employed, three of which years he must have served as an apprentice and at least one year as a journeyman. The Commission reserves the right to have the statements of applicants and their

vouchers verified whenever found necessary and to require such additional evidence as may be deemed essential.

Each applicant for a position in the Government Printing Office must file with his application a detailed statement showing the office or offices in which he learned his trade, for whom and for how long he worked while an apprentice and while a journeyman, and the character of the work upon which he was engaged. This statement is intended to furnish to the appointing officer the complete trade history of the applicant, and it therefore should be made as complete and comprehensive as possible.

EXAMINATION FOR STEWARD (RECEIVING MORE THAN \$75 PER MONTH*), ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc; competitor required to make fair copy for signature.....	10
Total.....	100

STEWARD, RECEIVING \$75 PER MONTH, OR LESS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

STOCK EXAMINER, DEPARTMENT OF AGRICULTURE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	10
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	10
3. Letter-writing: Simple English composition on a specified general subject ..	10
4. Penmanship: Marked on legibility, uniformity, and neatness.....	10
5. Copying from plain copy: Seven or eight printed lines to be copied.....	10
	50
6. Practical questions.....	50
Total.....	100

NOTE.—Applicants for this examination must have had at least three years' experience in handling meats or meat-producing animals.

* No educational test required in similar positions paying lower salaries (fourth grade).

STONECUTTER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for 7 or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

STONECUTTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

EXAMINATION FOR STOREKEEPER, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

STOREKEEPER, INTERNAL-REVENUE SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty	5
2. Arithmetic: Embracing problems in fundamental rules, fractions, percentage, interest and discount, and analysis, and elementary physics pertaining to gauging.....	60
3. Letter writing: On a given subject, designed to test the competitor's knowledge of simple English composition and his general intelligence. Letter to contain not less than 150 words.....	15
4. Penmanship: Determined by general appearance, neatness, legibility, and rapidity.....	10
5. Copying: Paragraph, spell, punctuate, etc., exactly as in copy, about ten lines.....	10
Total	100

STOREKEEPER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total	100

STRIKER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age.....	1
Character as workman.....	4
Experience.....	4
Physical qualifications.....	1
Total	10

EXAMINATION FOR STRUCTURAL-IRON DRAFTSMAN, SUPERVISING ARCHITECT'S OFFICE.

Subjects.	Weights (per cent)
1. Letter writing	1
2. Elementary and higher mathematics and mechanics.....	2
3. Knowledge of materials, drawing, and design.....	7
Total	10

Competitors must have had two years' experience as structural-iron draftsmen.

SUBINSPECTOR, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic, and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—ten questions	12
3. Letter writing: Composition on given subject, to test applicant's knowledge of simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyors' and engineers' instruments: Five questions on use of engineer's transit as such, and as instrument in stadia work, engineer's level, and sextant	24
6. Knowledge of materials and theory and practice of construction	48
Total	100

SUBOVERSEER, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—10 questions	12
3. Letter writing: Composition on given subject—test in simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyors' and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level and sextant	24
6. Hydrographic, topographic, and geodetic surveying	48
Total	100

SUPERINTENDENT, INDIAN SERVICE.

Subjects.	Weights (per cent).
1. Penmanship	5
2. Spelling and copying	5
3. School management and pedagogy	15
4. Elements of bookkeeping and commercial arithmetic	15
5. Geometry	10
6. Geography	5
7. Natural history	5
8. History and government of the United States	10
9. Industrial economics	15
10. American literature	5
11. Physiology and hygiene	10
Total	100

SUPERINTENDENT OF BUILDING, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

EXAMINATION FOR SUPERINTENDENT OF CONSTRUCTION, SUPERVISING ARCHITECT'S OFFICE.

Subjects.	Weights (per cent).
1. Letter writing	10
2. Practical arithmetic, mathematics, and mechanics	10
3. Knowledge of building materials and construction	40
4. Specifications	10
5. Building supervision (practical questions)	30
Total	100

Competitors must have had at least five years' practical experience in building construction, either as superintendent proper, builder, contractor, architect, or engineer, and must furnish prima facie evidence in support thereof to the Commission before they can be admitted to the examination.

SUPERVISING ARCHITECT, TREASURY DEPARTMENT.

To fill this position a practical architect of high administrative ability to direct and supervise the work of the office force as well as the contract work done on public buildings throughout the country is desired. Competitors will be required to submit—

1. On blanks furnished by the Commission, statements relative to their training, education, and technical experience.

2. Drawings or sketch plans, specifications, and photographs, or other suitable illustrations, of buildings designed by them as architects or constructed under their supervision as superintendents of construction, and other information relating thereto, of which competitors will be advised upon inquiry.

3. A thesis relative to designing and construction, and a thesis relative to office administration.

4. In addition to the above, competitors will be required to undergo a test in formulating a scheme for competition for a public building and in criticizing designs submitted to them for their guidance and inspection.

The examination papers will be rated, under the direction of the Commission, by a board of distinguished architects.

SURFMAN, LIFE-SAVING SERVICE.

There is no scholastic test given, but competitors are graded upon the elements, physical condition, experience, and age, as follows:

Subjects.	Weights (per cent).
1. Physical condition	60
2. Experience	30
3. Age	10
Total	100

Competitors must be not less than 5 feet 6 inches in height; not less than 132 nor more than 200 pounds in weight; must reside in the district in which employment is sought, and not more than 5 miles inland from the ocean, bay, or sound shore, or the shore of the Great Lakes (except applicants for the Louisville station at the falls of the Ohio River); must have had at least three years' experience as a surf man, sailor, or boatman, and must be able to read and write the English language.

SURVEYOR, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—ten questions	12
3. Letter writing: Composition on given subject; test in simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyors and engineers' instruments: Five questions on use of engineer's transit as such, and as instrument in stadia work, engineer's level, and sextant	24
6. Hydrographic, topographic, and geodetic surveying	48
Total	100

TAGGER, DEPARTMENT OF AGRICULTURE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject...	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied.....	20
Total.....	100

TAILOR—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven years or more as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

TEA EXAMINER, CUSTOM-HOUSE SERVICE.

Subjects.	Weights (per cent).
1. Penmanship.....	5
2. Letter writing.....	5
3. Arithmetic.....	5
4. Practical questions.....	15
5. Practical tests.....	70
Total.....	100

Practical questions will pertain to the examination of different grades of teas. Practical tests will consist in giving relative values of samples of teas.

TEACHER, INDIAN SERVICE.

Subjects.	Weights (per cent).
1. Penmanship.....	5
2. Spelling and copying.....	5
3. Pedagogy.....	20
4. Arithmetic.....	15
5. Geometry.....	10
6. Geography.....	10
7. Natural history.....	5
8. History and government of the United States.....	10
9. Drawing.....	10
10. American literature.....	5
11. Physiology and hygiene.....	5
Total.....	100

TEAMSTER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as workmen, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

TELEGRAPH AND TELEPHONE LINEMAN, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

EXAMINATION FOR TELEGRAPHY, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	7.5
4. Penmanship: Marked on legibility, neatness, and general appearance	4.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	3
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
	30

The above subjects constitute in weight three-tenths of the entire examination.

7. Practical questions	20
8. Practical test or practical experience	50
Total	100

EXAMINATION FOR TELLERS, SUBTREASURY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

Rigid tests of character and integrity are applied to all applicants.

Experience in similar duties considered an element of this examination.

TEMPERER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

THIRD ASSISTANT ASSAYER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

Experience in the work must be shown.

TIME CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25

Subjects.	Weights (per cent).
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

REFINER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

Experience in the work must be shown.

REGISTRAR OF ACCOUNTS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

REGISTRAR CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject, test in simple English, and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's writing	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

REGISTRAR OF DEPOSITS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total	100

RESIDENT ENGINEER, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the ordnance officials, applying directly to the duties to be performed.

RESIDENT INSPECTOR AT SHOPS, ORDNANCE DEPARTMENT SERVICE.

This examination will be held only when vacancies occur. It will consist of special practical questions, to be prepared on consultation with the ordnance officials, applying directly to the duties to be performed.

RIGGER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

RIGGER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

RODSMAN RECEIVING OVER \$75 PER MONTH, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plain trigonometry, and mechanics—10 questions	12
3. Letter writing: Composition on given subject. Test in simple English and general intelligence.....	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately.....	8
5. Use, care, and adjustment of surveyors' and engineers' instruments: Five questions on use of engineer's transit, as such, and as instrument in stadia work, engineer's level, and sextant.....	24
6. Hydrographic, topographic, and geodetic surveying.....	48
Total	100

RODSMAN RECEIVING \$75 OR LESS PER MONTH, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total.....	100

ROLLER MAKER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

ROLLER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

ROTARY FILER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications.....	10
Total	100

SADDLER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in the application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman.....	40
Experience	40
Physical qualifications.....	10
Total	100

SAILMAKER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

SAMPLER, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	12.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	20.83
3. Letter writing: Composition on given subject; test in simple English and general intelligence	20.84
4. Penmanship: Marked on legibility, neatness, and general appearance	12.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	8.33
6. Copying from rough draft: Photolithographic copy of rough draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	8.34
7. Geography of the United States	16.66
Total	100

EXAMINATION FOR SANITARY INSPECTOR, MARINE-HOSPITAL SERVICE.

Subjects.	Weights (per cent).
1. Letter writing	5
2. Anatomy and physiology	15
3. Chemistry, materia medica, and therapeutics	10
4. Theory and practice of medicine and general pathology	25
5. Surgery and surgical pathology	20
6. Bacteriology and hygiene	10
7. Obstetrics and gynecology	15
Total	100

NOTE.—Applicants for the above position must be competent physicians and surgeons, graduates of reputable medical colleges, and must furnish satisfactory certificates relative to their moral character and professional capacity. Those applying for service south of Baltimore on the Atlantic and Gulf coasts should preferably be immune to yellow fever or at least acclimated.

SAWYER, DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years a journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age.....	1
Character as workman.....	4
Experience.....	4
Physical qualifications.....	1
Total.....	10

SCREW MAKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years a journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age.....	1
Character as workman.....	4
Experience.....	4
Physical qualifications.....	1
Total.....	10

SEAMSTRESS, INDIAN SERVICE.

Subjects.	Weights (per cent)
1. Penmanship.....	10
2. Spelling and copying.....	10
3. Domestic economy.....	20
4. Keeping accounts.....	20
5. Practical questions in cutting, fitting, and sewing.....	20
Total.....	100

SECOND ASSISTANT ASSAYER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	20
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's hand writing.....	15
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.: competitor required to make fair copy for signature.....	10
Total.....	100

Experience in the work must be shown.

EXAMINATION FOR SECOND ASSISTANT ENGINEER, REVENUE-CUTTER SERVICE.

Examinations will be held only when vacancies exist. The age limitations are 21 to 28 years. Applicants must be of vigorous constitution, physically sound, well formed, and not less than 5 feet 3 inches in height. They must have had not less than eighteen months' experience in a machine shop or responsible charge of a steam engine for that length of time, and if graduates of technical institutions, they must furnish certificates from the presidents of such institutions showing that they have taken fully four years' course in mechanical engineering. Applicants will be required to pass a satisfactory examination as to their physical qualifications before a board of medical officers. The applications of those who fail to pass the physical test will be canceled. The examination will be as follows:

- (a) Grammar, spelling, punctuation, composition, penmanship.
- (b) Statement of shop and engineering experiences.
- (c) Elementary mathematics, including arithmetic, algebra, geometry, trigonometry, and use of logarithms.
- (d) Elementary mechanics and physics, including mechanical powers, friction, laws of falling bodies, force, work, etc.
- (e) Practical problems connected with steam engineering, such as calculation of loss by blowing off, gain by use of heaters, amount of condensing water required, safety-valve problems, etc.
- (f) Incrustation and corrosion in marine boilers, and problems connected with combustion.
- (g) Marine boilers; description of various types, with their advantages and disadvantages; repairs to same; practical management of boilers, and discussion of accidents and difficulties, such as foaming, back draft, etc.
- (h) Heat, steam, theory of expansion; use of steam.
- (i) The steam-engine indicator; interpretation of diagrams therefrom; calculation from diagrams of horsepower and evaporation.
- (j) Marine engines; description of the various types, including those used with paddle wheels, with advantages and disadvantages, special attention being given to multiple-expansion engines; practical questions relative to care and manipulation of engines, overhauling and repairs, alignments, etc.
- (k) Valves and valve gears as applied to marine engines, including those used on side-wheel steamers, but with special attention to modern types used with propeller engines.
- (l) Condenser; pumps; steam gauges.
- (m) Strength of materials, including simple problems in proportion of marine engines and boilers; inspection of materials.
- (n) Screw propellers; description of common types; definitions and simple problems connected therewith.

No person will be originally appointed to a higher grade than second assistant engineer.

EXAMINATION FOR SENIOR ARCHITECTURAL DRAFTSMAN, SUPERVISING ARCHITECT'S OFFICE.

Subjects.	Weights (per cent).
1. Letter writing	10
2. Arithmetic and elementary mathematics	10
3. Knowledge of building materials and construction	20
4. Architectural drawing and design	30
5. Free-hand drawing, ornament, and orthographic projection	20
6. Specifications	10
Total	100

Competitors must have had six years' practical experience as an architectural draftsman.

The examination is the same as that for architectural draftsman, except that subjects 4, 5, and 6 require more extensive knowledge and greater ability as a draftsman.

SEWER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20

Subjects.	Weights (per cent).
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total	100

SEWING WOMAN, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use.....	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions.....	20
3. Letter writing: Simple English composition on a specified general subject...	20
4. Penmanship: Marked on legibility, uniformity, and neatness.....	20
5. Copying from plain copy: Seven or eight printed lines to be copied	20
Total	100

SEXTANT OBSERVER, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—10 questions.....	12
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately.....	8
5. Use, care, and adjustment of surveyors' and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level and sextant.....	24
6. Hydrographic, topographic, and geodetic surveying.....	48
Total	100

SHEET-IRON WORKER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.
 Age: Between 25 and 45 rated 100 per cent.
 Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

SHIP CARPENTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as workmen, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

SHIPPING CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

EXAMINATION FOR SHIPPING COMMISSIONER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	7.5
4. Penmanship: Marked on legibility, neatness, and general appearance	4.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	3
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
	30
The above subjects constitute in weight three-tenths of the entire examination.	
7. Practical questions	30
8. Elements of bookkeeping and accounts	15
9. Experience	25
Total	100

SILVER REDUCER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English com- position and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines, to be copied in appli- cant's handwriting	20
Total	100

SKILLED LABORER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic to test competitor's knowledge of simple English com- position and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

SKILLED LABORER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

SKILLED WORKMAN IN ASSAYER'S DEPARTMENT, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words, to be written on given general topic, to test competitor's knowledge of simple English com- position and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in appli- cant's handwriting	20
Total	100

SMITH, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

EXAMINATION FOR SPECIAL AGENT, TREASURY DEPARTMENT.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	10
Total.....	100

N. B.—In case it be found desirable to fill this position from an examination of different or broader scope than the above, a special examination will be held on lines to be designated by the Treasury Department.

EXAMINATION FOR SPECIAL EMPLOYEES, TREASURY DEPARTMENT.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	7.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	12.5
3. Letter-writing: Composition on given subject; test in simple English and general intelligence.....	12.5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	7.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	5
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	5
7. Practical questions.....	50
Total.....	100

EXAMINATION FOR SPECIAL INSPECTORS, TREASURY DEPARTMENT.

Subjects.	Weights per cent.)
1. Spelling: Twenty words slightly above average difficulty	7.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	12.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	12.5
4. Penmanship: Marked on legibility, neatness, and general appearance	7.5
5. Copying from plain copy: About ten printed lines to be copied in com- petitor's handwriting	5
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	
	50
7. Practical questions	50
Total	100

EXAMINATION FOR SPECIAL PENSION EXAMINER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty	4.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	7.5
4. Penmanship: Marked on legibility, neatness, and general appearance	4.5
5. Copying from plain copy: About ten printed lines to be copied in competi- tor's handwriting	3
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
	30
The above subjects constitute in weight three-tenths of the entire examina- tion.	
7. Law	40
8. Pension law	30
Total	100

STADIA MAN, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MESSENGER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship, 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MESSENGER BOY, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

MESSENGER-JANITOR, ENGINEER SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

MESSENGERS, MINT, AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words of average difficulty in common use	20
2. Arithmetic: Embraces only four fundamental rules, common and decimal fractions	20
3. Letter writing: Simple English composition on a specified general subject	20
4. Penmanship: Marked on legibility, uniformity, and neatness	20
5. Copying from plain copy: Seven or eight printed lines to be copied	20
Total	100

MESSENGERS, SUBTREASURY SERVICE.

Subjects	Weights (per cent)
1. Spelling: Twenty simple words in ordinary use	3
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	3
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	3
4. Penmanship: Marked on legibility, neatness, and general appearance	3
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	3
Total	15

MILLER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position. Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MILLWRIGHT, MINT AND ASSAY SERVICE.

Subjects	Weights (per cent)
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

MILLWRIGHT, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MINOR COIN COUNTERS, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

MODEL REPAIRER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	4
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	4
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	4
4. Penmanship: Marked on legibility, neatness, and general appearance	4
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
6. Practical questions	40
7. Experience	40
Total	100

EXAMINATION FOR MODERN LANGUAGES, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4.5
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence	7.5
4. Penmanship: Marked on legibility, neatness, and general appearance	4.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	3
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
7. Modern languages: The languages which may be selected are Danish, French, German, Italian, Spanish, and Swedish. The scope of the examination is identical for all the languages. The examinations are divided into three parts of equal weight; (1) two short extracts from contemporaneous foreign works or magazines, of about eighty words each, to be translated into foreign language; (2) like matter to be translated into English; (3) twenty short sentences to be translated, designed to show knowledge of construction and idioms of both languages	30
Total	100

NOTE.—If applicants is examined in more than one language, each language is given a weight of 7, the balance of the examination a weight of 3.

MOLDER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workmen: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workmen is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weight as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

MOTORMAN, TO INCLUDE ALL STEAM ENGINEERS NOT LICENSED ENGINEERS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character of workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

NAUTICAL EXPERT, NAVY DEPARTMENT.

Subjects.	Weights.
1. Letter writing	
2. Pure mathematics	
3. Physical geography	
4. Nautical definitions and navigation	

NAVY-YARD SERVICE.

Vacancies in the position of clerk, stenographer, typewriter, pressman, compositor, and draftsman will be filled by certification from existing registers for the Departmental or Government Printing services when not filled by transfer or promotion. Vacancies in positions known as Schedules A and B, for which the Commission does not maintain registers, will be filled by certification from registers maintained at the several navy-yards, in accordance with regulations governing appointments to such positions. Schedules A and B are as follows:

SCHEDULE A.

Boys.
Boys, boiler scalers.
Dredgers.
Helpers, general.
Helpers, blacksmiths'.
Helpers, boat-builders'.
Helpers, joiners'.
Helpers, machinists'.
Helpers, molders'.
Helpers, painters'.
Helpers, plumbers'.
Helpers, sawmill.
Helpers, ship-fitters'.
Helpers, shipwrights'.
Helpers, tinnners'.

Helpers, boiler-makers'.
Helpers, brass-finishers'.
Helpers, carpenters' (house).
Helpers, coppersmiths'.
Helpers, galvanizers'.
Helpers, iron-finishers'.
Hod carriers.
Holders on.
Janitors.
Laborers (common).
Rivet heaters.
Stable keepers.
Teamsters.
Watchmen.

SCHEDULE B.

Anchor makers.
Blacksmiths.
Block makers.
Boat builders.
Boiler makers.
Box makers.
Cabinetmakers.
Calkers, wood.
Calkers and chippers, iron.
Carpenters (house).
Cartridge makers.
Catchers.
Chain makers.
Coffee roasters.
Compass fitters.
Coopers.
Copper refiners.
Coppersmiths.
Core makers.
Divers.
Draftsmen.
Drillers.
Drivers for fire engine.
Engine tenders.
Engine tenders, fire.
Engine tenders, locomotive.
Engine tenders, stationary.
Fasteners.
Finishers, brass.
Finishers, iron.
Firemen.
Flag makers.
Flange turners.
Forgers, heavy.
Furnace men.
Galvanizers.
Gas fitters.
Gas makers.
Hammer men.
Harness makers.
Hostlers.
Horseshoers.
Instrument makers.
Joiners (house).
Joiners (ship).
Laboratorians.
Leather workers.

Letterers and grainers.
Machinists.
Machinists, electrical.
Masons, brick.
Masons, stone.
Mill men.
Model makers.
Molders, green-sand (iron or brass).
Molders, loam.
Oakum spinners.
Oakum makers.
Ordnance men.
Packers.
Painters.
Pattern makers.
Pavers.
Pile drivers.
Pipe fitters.
Plasterers.
Plumbers (house).
Plumbers (ship).
Pressmen.
Printers.
Punchers and shearers.
Reamers.
Riggers.
Riveters.
Rollers, iron.
Rope makers.
Sailmakers.
Saw filers.
Sawyers.
Seamstresses.
Ship fitters.
Shipwrights.
Slaters.
Spar makers.
Stonecutters.
Tinnners.
Tin roofers.
Tool makers.
Tool sharpeners.
Turners.
Upholsterers.
Wharf builders.
Wheelwrights.
Wiremen.

NIGHT INSPECTOR, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
Spelling: Twenty simple words in ordinary use	20
Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English compo- sition and general intelligence	20
Penmanship: Marked on legibility, neatness, and general appearance	20
Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

NUMBERER, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
Spelling: Twenty simple words in ordinary use	20
Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English com- position and general intelligence	20
Penmanship: Marked on legibility, neatness, and general appearance	20
Copying from plain copy: Four or five printed lines to be copied in appli- cant's handwriting	20
Total	100

NURSE, INDIAN SERVICE.

Subjects.	Weights (per cent).
Penmanship	10
Spelling and copying	10
Practical questions in nursing	30
Keeping accounts	20
Nursery management	30
Total	100

EXAMINATION FOR OBSERVER, WEATHER BUREAU.

Subjects.	Weights (per cent).
Spelling: Twenty words slightly above average difficulty	4.5
Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	7.5
Letter writing: Composition on given subject; test in simple English and general intelligence	7.5
Penmanship: Marked on legibility, neatness, and general appearance	4.5
Copying from plain copy: About ten printed lines to be copied in competi- tor's handwriting	3
Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	3
	30
Meteorology	40
English composition, consisting of essay on practical subject in meteorology ..	20
United States geography	10
Total	100

OILER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than 100 words, to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

OPENER AND PACKER, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than 100 words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

OVERSEER RECEIVING \$900 OR LESS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

OVERSEER, ENGINEER DEPARTMENT SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	4
2. Arithmetic, mathematics, and mechanics: Includes arithmetic and simple problems in geometry, algebra (up to and including quadratics), logarithms, plane trigonometry, and mechanics—10 questions	12
3. Letter writing: Composition on given subject; test in simple English and general intelligence	4
4. Use of drawing instruments: Designed to test ability to use protractor, scales, etc., expeditiously and accurately	8
5. Use, care, and adjustment of surveyors' and engineers' instruments: Five questions on use of engineer's transit as such and as instrument in stadia work, engineer's level, and sextant	24
6. Hydrographic, topographic, and geodetic surveying	48
Total	100

PAINTER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PAINTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PAINTER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

PAINTER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PATTERN MAKER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman, 10 per cent additional for second year as journeyman, 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PAY CLERK, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

PENSION EXAMINING SURGEON, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent)
1. Thesis (not less than 250 nor more than 500 words) on some common medical theme with which any competent physician ought to be familiar	15
2. Anatomy and physiology	15
3. Physical diagnosis	25
4. General and special pathology	25
5. Surgery	20
Total	100

Competitors must be graduates of a reputable medical college.

PHYSICIAN, INDIAN SERVICE.

Subjects.	Weights (per cent).
1. Letter writing	5
2. Anatomy and physiology	15
3. Chemistry, materia medica, and therapeutics	10
4. General pathology and theory and practice of medicine.....	25
5. Surgery	20
6. Bacteriology and hygiene	10
7. Obstetrics	15
Total	100

PILE DRIVER, RECEIVING \$720 OR LESS, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect, which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PILOT, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman, 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

Applicants required to have license from Steamboat-Inspection Service.

PIPE FITTER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PIPER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PLATE CLEANER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PLATE PRINTER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PLASTERER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PLUMBER—DEPARTMENTAL.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PLUMBER, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.
 Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PLUMBER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

PLUMBER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year; for seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age	10
Character as workman	40
Experience	40
Physical qualifications	10
Total	100

PORTER, CUSTOMS SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	20
4. Penmanship: Marked on legibility, neatness, and general appearance	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	20
Total	100

POST-OFFICE INSPECTOR, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent)
1. Spelling: Twenty words slightly above average difficulty.....	1
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	1
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	1
4. Penmanship: Marked on legibility, neatness, and general appearance.....	1
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	1
6. Writing reports.....	1
7. Elements of bookkeeping and accounts.....	1
8. Geography, Constitution, and Postal Laws and Regulations of the United States.....	2
9. Description of persons: Applicant required to write telegraphic description of some person, presumably for arrest, after being allowed to inspect such person.....	1
	<hr/> 10

N. B.—This position is now filled by transfer or promotion, and the examination is therefore given only noncompetitively to such persons as may be nominated for appointment by the Postmaster-General.

POLISHER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and Habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	<hr/> 100

POWDERMAN, ENGINEER SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	<hr/> 100

PRESSMAN, GOVERNMENT PRINTING OFFICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use	15
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money	15
3. Letter-writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence	15
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting	15
	<hr/> 75
6. Experience.....	25
Total.....	100

No applicant for the position of compositor, pressman, bookbinder, stereotyper, or electrotypist will be admitted to examination unless it is shown that he has served five years in the particular trade in which he desires to be employed, three of which years he must have served as an apprentice, and at least one year as a journeyman. The Commission reserves the right to have the statements of applicants and their vouchers verified whenever found necessary, and to require such additional evidence as may be deemed essential.

Each applicant for a position in the Government Printing Office must file with his application a detailed statement showing the office or offices in which he learned his trade, for whom and for how long he worked while an apprentice and while a journeyman, and the character of the work upon which he was engaged. This statement is intended to furnish to the appointing officer the complete trade history of the applicant, and it therefore should be made as complete and comprehensive as possible.

GOVERNMENT PRINTING OFFICE (PRESSMAN EXAMINATION).

Subjects.	Weights (per cent).
1. Spelling: Twenty words of everyday use of simplest grade	15
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, and United States money	15
3. Letter writing: On a given subject, not less than one hundred and fifty words, to determine competitor's knowledge of simple English composition and his general intelligence	15
4. Penmanship: Determined by legibility and neatness	15
	<hr/> 75
In addition, applicants are marked on experience, and character as a workman, as shown by application blank and vouchers.....	25
Total	100

PRESSMAN, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	15
2. Arithmetic: Fundamental rules, fractions, percentage, interest, discount, and analysis.....	25
3. Letter writing: Composition on given subject; test in simple English and general intelligence	25
4. Penmanship: Marked on legibility, neatness, and general appearance.....	15
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting	10
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature	10
Total	100

EXAMINATION FOR PRINCIPAL TEACHER, INDIAN SERVICE.

Subjects.	Weights (per cent).
1. Penmanship.....	5
2. Spelling and copying.....	5
3. School management and pedagogy.....	15
4. Elements of bookkeeping and commercial arithmetic.....	15
5. Geometry.....	10
6. Geography.....	5
7. Natural history.....	5
8. History and government of the United States.....	10
9. Industrial economics.....	15
10. American literature.....	5
11. Physiology and hygiene.....	10
Total.....	100

PRINTER, ORDNANCE SERVICE.

No educational test whatever is required for appointment to this position.

Applicants are graded simply on age, character as a workman, experience, and physical condition, as shown by answers in application blanks and vouchers.

Age: Between 25 and 45 rated 100 per cent.

Character as workman: Rated on quality of work, ability as rapid workman, and habits of industry.

Experience: Rated 70 per cent for full period of apprenticeship; 10 per cent additional for first year as journeyman; 10 per cent additional for second year as journeyman; 2 per cent additional for each succeeding year. For seven or more years as journeyman 100 per cent is given.

Physical qualifications: Absence of physical defect gives rating of 100 per cent. When presence of defect which may impair efficiency as workman is shown, proportionate reduction from 100 per cent is made.

The elements above specified have relative weights as follows:

	Per cent.
Age.....	10
Character as workman.....	40
Experience.....	40
Physical qualifications.....	10
Total.....	100

PRINTER'S ASSISTANT, BUREAU OF ENGRAVING AND PRINTING.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
Total.....	100

NOTE.—The position of printer's assistant in the Bureau of Engraving and Printing will be filled from the skilled-laborer register.

EXAMINATION FOR PROOF READER, DEPARTMENTAL SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty words slightly above average difficulty.....	4.5
2. Arithmetic: Fundamental rules, fractions, percentage, discount, and analysis.....	7.5
3. Letter writing: Composition on given subject; test in simple English and general intelligence.....	7.5
4. Penmanship: Marked on legibility, neatness, and general appearance.....	4.5
5. Copying from plain copy: About ten printed lines to be copied in competitor's handwriting.....	3
6. Copying from rough draft: Photolithographic copy of rough-draft letter, interlineations, erasures, etc.; competitor required to make fair copy for signature.....	3
	<hr/>
	30
7. Proof reading (practical questions): Questions in orthography, syntax, punctuation marks (punctuation, accent, sound, and proof-readers' marks); also in regard to kinds of type, imposing of forms, implements of the printer's art, etc.....	20
8. Proof reading (practical questions): Exercise in practical proof reading...	50
	<hr/>
Total.....	100

PROVER, MINT AND ASSAY SERVICE.

Subjects.	Weights (per cent).
1. Spelling: Twenty simple words in ordinary use.....	20
2. Arithmetic: Embraces simple tests in addition, subtraction, multiplication, division, and United States money.....	20
3. Letter writing: Letter of not less than one hundred words to be written on given general topic, to test competitor's knowledge of simple English composition and general intelligence.....	20
4. Penmanship: Marked on legibility, neatness, and general appearance.....	20
5. Copying from plain copy: Four or five printed lines to be copied in applicant's handwriting.....	20
	<hr/>
Total.....	100

EXAMINATION FOR PUPIL NURSE, FREEDMEN'S HOSPITAL.

For this position no educational or other examination is given. Applicants are merely registered and certified for selection in the order of their registration.

It is the practice of the Department to appoint only young, unmarried colored persons.

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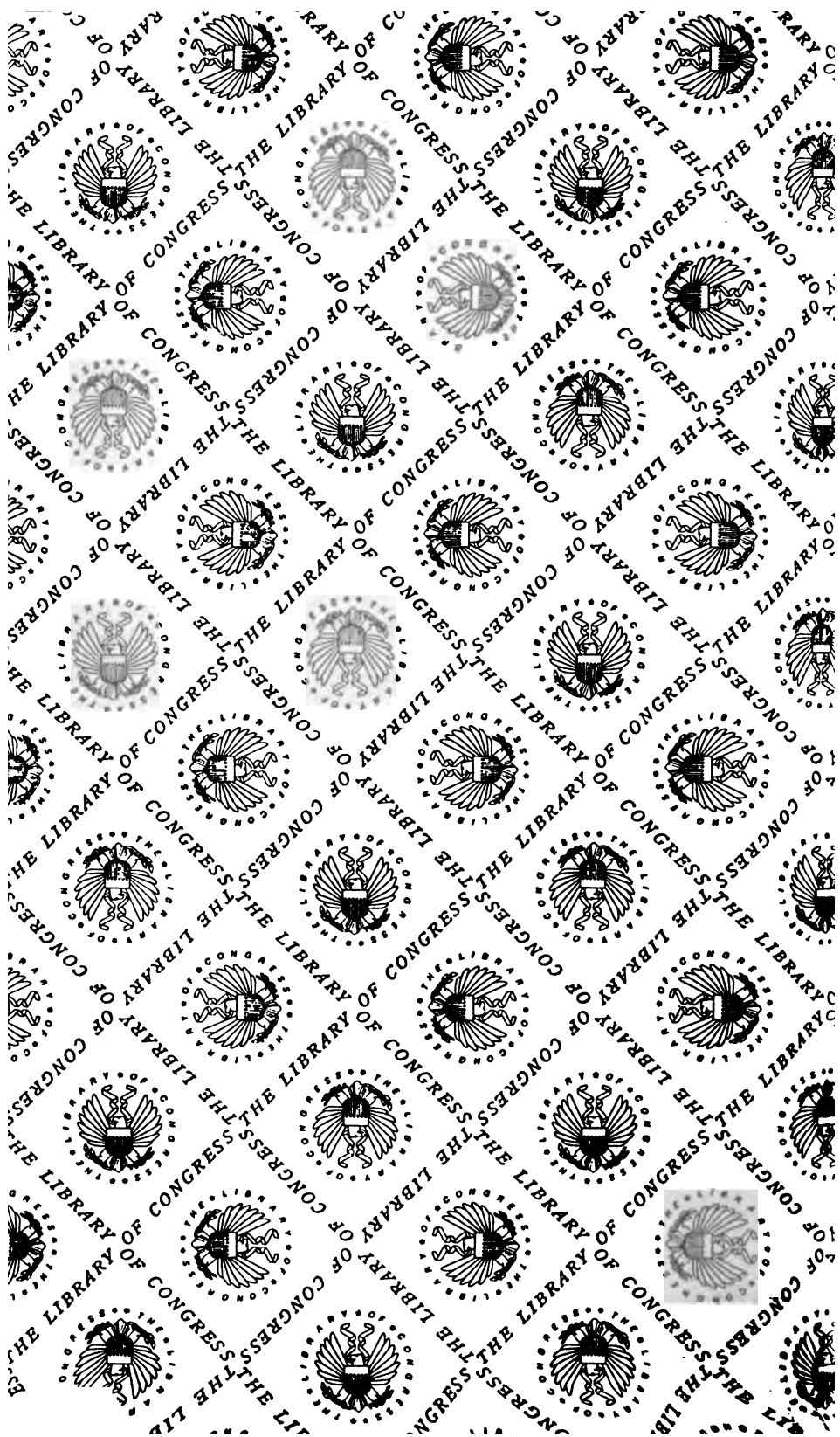
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